



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Dr Uwe Baumann		
Home Institution / Employer of External Examiner:	Faculty of Education and Language Studies, The Open University		
Programme and / or Subjects Covered by this Report:	Certificate of Higher Education (Languages), Centre for Lifelong Learning		
Academic Year / Period Covered by this Report:	14/15	Date of Report:	22/07/15

For completion by External Examiner in the spaces provided. Please extend spaces where necessary. **Please note this Form will be published online.**

1. Programme Structure

The structure of the programme is coherent and it is pleasing to see that despite some reduction in demand a considerable number of languages and levels are offered by the Centre. I repeat my comment from my previous report that the focus of the Centre and its language programme to widen access and be situated in the community is laudable. The programme is appropriately benchmarked.

2. Academic Standards

Academic standards are satisfactory and in line with what one would expect from students at each of the different levels. In my view, the standards are entirely comparable with that of similar programmes in the UK.

3. The Assessment Process

The assessment process is clear and robust. Safeguards are in place to ensure comparability of results between languages and levels, as far as this is achievable. Moderation ensures the fairness of the assessment. There is, however, variation in the level of feedback students receive on the (paper) form which range from just a breakdown of the marks to carefully drafted personalised feedback. I would appreciate greater consistency in the provision of feedback which is an important teaching tool. This might be achieved by having the feedback form available electronically. Furthermore, I would like to suggest again that record keeping,

submission of assessment, and feedback on assessment is moved from a paper-based to an electronic system. This might achieve greater consistency in feedback and can also contribute to the enhancement of the digital literacy of learners which is an important skill for today's students.

4. Year-on-Year Comments

See above. I am suggesting again to consider the advantages of using electronic systems for record keeping, feedback and submission of students' work.

5. Preparation / Induction Activity (for new External Examiners only)

N/A.

6. Noteworthy Practice and Enhancement

I commend again the dedication and professionalism of the staff working in the design and delivery of the language programme at the Centre.

7. Appointment Overview (for retiring External Examiners only)

N/A.

8. Annual Report Checklist

Please include appropriate comments within Sections 1-7 above for any answer of 'No'.

		Yes (Y)	No (N)	N/A (N/A)
Programme/Course Information				
8.1	Did you receive sufficient information about the Programme and its contents, learning outcomes and assessments?	X		
8.2	Were you asked to comment on any changes to the assessment of the Programme?			X
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?		X	
8.4	Were the nature, spread and level of the questions appropriate?			X
8.5	Were suitable arrangements made to consider your comments?			X
Marking Examination Scripts				
8.6	Did you receive a sufficient number of scripts to be able to assess whether the internal marking and classifications were appropriate and consistent?	X		
8.7	Was the general standard and consistency of marking appropriate?	X		
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	X		
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	X		
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	X		
Coursework and Practical Assessments				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	X		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	X		
8.13	Was the method and general standard of assessment appropriate?	X		
8.14	Is sufficient feedback provided to students on their assessed work?	X		
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			X
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?	X		
Examining Board Meeting				

		Yes (Y)	No (N)	N/A (N/A)
8.17	Were you able to attend the Examining Board meeting?	X		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	X		
8.19	Cardiff University recognises the productive contribution of External Examiners to the assessment process and, in particular, to the work of the Examining Board. Have you had adequate opportunities to discuss the Programme and any outstanding concerns with the Examining Board or its officers?	X		
Joint Examining Board Meeting (if applicable)				
8.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?		X	
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			X
8.22	Was the Composite Examining Board conducted according to its rules?			X

Please return this Report, preferably in a Microsoft Word format, by email to:

ExternalExaminers@cf.ac.uk

Your fee and expenses claim form and receipts, should be sent electronically to the above email address or in hard copy to:

Clive Brown, Registry Officer, Registry & Academic Services, Cardiff University,
McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE