

EXTERNAL EXAMINER ANNUAL REPORT FORM

Guidance notes are available to support the completion of this Report via the Cardiff University Intranet [here](#) and from ExternalExaminers@cardiff.ac.uk.

	For completion by External Examiner:		
Name of External Examiner:	Rhian Davies		
Home Institution / Employer of External Examiner:	University of Sheffield		
Programme and / or Modules Covered by this Report	BA Spanish (Spanish Language and Spanish & Spanish-American Literature, Film, History)		
Academic Year / Period Covered by this Report:	2016-17	Date of Report:	7.07.2017

Please complete all information in the spaces provided and submit within **six weeks** of the Examining Board (the **taught stage** Examining Board in the case of **postgraduate Master's programmes**).

Please note this form will be published online and should not make any reference to any individual students or members of staff in accordance with the Data Protection Act (1998).

Please extend spaces where necessary.

1. Programme Structure (curriculum design, programme structure and level, methods of teaching and learning)

In my opinion, the programme is effectively structured to ensure progression throughout the degree. There is an interesting range of teaching and assessment methods, enabling students to enhance their written and oral communication skills and develop other invaluable transferable skills, for example in critical inquiry. The modules at the different levels enable students to gain a sound grounding in language skills and topics relating to Spanish and Latin American, history and culture, to gain expertise in new areas and avail themselves of the opportunity to pursue their particular interests.

2. Academic Standards (comparability with other UK HEIs, achievement of students, any PSRB requirements)

I am satisfied that the standards are comparable with similar programmes nationally and I was impressed with the work produced by high-performing students.

3. The Assessment Process (enabling achievement of aims and learning outcomes; stretch of assessment; comparability of standards between modules of the same level)

I felt that the methods of assessment were fair and appropriate, offering students a range of different ‘assessment experiences’ (including coursework and examinations), and taking into account the learning outcomes and relevant levels of award. I thought that the marking was particularly rigorous and detailed information was provided by the examiners on the feedback sheets to explain the rationale for the particular mark awarded.

4. Year-on-Year Comments

[Previous External Examiner Reports are available from the Cardiff University Website [here](#).]

5. Preparation for the role of External Examiner (for new External Examiners only) (appropriateness of briefing provided, visits to School, programme handbooks and supporting information)

I was grateful to the Exams officer for providing me with the supporting information I needed and responding swiftly to my queries.

6. Noteworthy Practice and Enhancement (good and innovative practice in learning, teaching and assessment; opportunities for enhancement of learning opportunities)

I thought that there was an interesting range of modules and, as noted above, I was particularly impressed with the standard of the feedback. The tutors of the modules I reviewed were evidently engaged and enthusiastic markers and their passion frequently shone through as they not only provided thorough and constructive feedback but were often keen to encourage students to consider the topic they had analysed from a different angle or propose additional reading. It was certainly not the case that ‘the process of learning’ ended at the point of assessment and this, to me, was highly commendable.

7. Appointment Overview (for retiring External Examiners only) (significant changes in standards, programme/discipline developments, implementation of recommendations, further areas of work)

NA

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?	Y		
8.2	Were you asked to comment on any changes to the assessment of the Programme?		N	
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?	Y		
8.4	Were the nature, spread and level of the questions appropriate?	Y		

8.5	Were suitable arrangements made to consider your comments?	Y		
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?	Y		
8.7	Was the general standard and consistency of marking appropriate?	Y		
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	Y		
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	Y		
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	Y		
Coursework and Practical Assessments				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	Y		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	Y		
8.13	Was the method and general standard of assessment appropriate?	Y		
8.14	Is sufficient feedback provided to students on their assessed work?	Y		
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			NA
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
Examining Board Meeting				
8.17	Were you able to attend the Examining Board meeting?		N	
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?			NA
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?			NA
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?		N	
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			NA
8.22	Was the Composite Examining Board conducted according to its rules?			NA
Examination of Master's Dissertations (if applicable)				

8.23	Did you receive a sufficient number of Dissertations to be able to assess whether the internal marking and classifications were appropriate and consistent?			NA
8.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?			NA
8.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?			NA
8.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?			NA
8.27	If so, was the Examining Board conducted properly and in accordance with established procedures?			NA
8.28	Were the schemes for marking and classification correctly applied?			NA
8.29	Were the standards of the awards recommended appropriate?			NA
8.30	Comments on the Examination of Master's Dissertations. <i>Please provide any comments you may wish to make on the issues raised above.</i>			

Please return this Report, **in a Microsoft Word format**, by email to:
externalexaminers@cardiff.ac.uk

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

External Examiners, Registry, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE