



Academic & Student Support Services  
Academic Registrar Simon Wright LLB  
*Gwasanaethau Academaidd a Chefnogi Myfyrwyr*  
*Cofrestrwydd Academaidd Simon Wright LLB*

Cardiff University  
McKenzie House  
30-36 Newport Road  
Cardiff CF24 0DE

Tel *Ffôn* | +44(0)29 2087 9189  
[www.cardiff.ac.uk](http://www.cardiff.ac.uk)

*Prifysgol Caerdydd*  
*Tŷ McKenzie*  
*30-36 Heol Casnewydd*  
*Caerdydd CF24 0DE*

**Sent by email to [s.maitland@gold.ac.uk](mailto:s.maitland@gold.ac.uk)**

**28 July 2017**

Dear Dr Maitland,

**Re: Institutional Response: External Examiner Annual Report 2016–2017**

I am writing further to the receipt of your External Examiner's Report for the MA in Translation Studies.

Your Report has been considered by the School in accordance with our approved procedures. I am, therefore, now in a position to respond on behalf of the Vice-Chancellor to the main points you had raised.

**Issues Highlighted**

1. Student access to assessment weightings (translation/commentary) in specialised translation modules.
2. Consideration of coursework alternatives to formal examinations.
3. Suggested mentor for new External Examiners.
4. Use of the full range of marks, particularly at the bottom end.
5. Consistency in feedback to students.
6. More time for External Examiner to review assessed work.

Cardiff University  
McKenzie House  
30-36 Newport Road  
Cardiff CF24 0DE  
Tel *Ffôn* | +44(0)29 2087 9189  
[www.cardiff.ac.uk](http://www.cardiff.ac.uk)

*Prifysgol Caerdydd*  
*Tŷ McKenzie*  
*30-36 Heol Casnewydd*  
*Caerdydd CF24 0DE*  
Tel *Ffôn* | +44(0)29 2087 9189  
[www.caerdydd.ac.uk](http://www.caerdydd.ac.uk)

**The following response has been provided on behalf of the School:**

1. This information has been included in the new course kits for 2017-2018.
2. The programme team has decided that, from 2018-2019 there will be no exams for the two compulsory modules and will explore alternative types of assessment. This cannot be put in practice in 2017-2018 as the module information is already available to the students. Regarding the external's point on whether students have access to the commentaries by the markers on the exams, they are sent general (cohort) emails informing them of the general performance and they can arrange a meeting with the module convenor to review the exam if they deem it necessary.
3. The School's Teaching and Learning Committee will consider this helpful suggestion.
4. The programme team has noted, and agrees with, your observations and will strive to make better use of the full mark range.
5. There will be a meeting for all team-taught modules where more than one person is marking similar assignments (say a translation) in order to follow a similar approach in the marking process as well as harmonising the assessment feedback given to the students.
6. The programme team will be contacting you directly with a suggestion that you be given remote access to assessments through Learning Central and will be happy to consider alternative arrangements.

**The University is pleased to note your positive comments including:**

1. high degree of contact time with students and specialist workshops dedicated to the needs of a particular assessment;
2. diverse methods of learning and teaching and varied content, allowing the development of a wide range of skills;
3. exemplary preparation for the role of External Examiner;
4. healthy student numbers and a clear commitment to offering diverse learning experience and development opportunities across the programme, with a varied and interesting range of content offered;
5. the provision of a work placement and a large number of specialised translation modules focusing on concrete translation practice.

I hope that you will find this response satisfactory and we thank you for your continued support of the programme.

In order to meet the expectations of the QAA Quality Code, both the External Examiner Annual Report and this Institutional Response will be published on the University website and will be available to all students and staff.

Cardiff University  
McKenzie House  
30-36 Newport Road  
Cardiff CF24 0DE  
Tel Ffôn I +44(0)29 2087 9189  
[www.cardiff.ac.uk](http://www.cardiff.ac.uk)

*Prifysgol Caerdydd*  
*Tŷ McKenzie*  
*30-36 Heol Casnewydd*  
*Caerdydd CF24 0DE*  
Tel Ffôn I +44(0)29 2087 9189  
[www.caerdydd.ac.uk](http://www.caerdydd.ac.uk)

The University's provision of the formal Institutional Response is not intended to constrain direct communication between schools and their External Examiners. Schools are encouraged to discuss with their External Examiners any matters of detail raised in their Reports and, more widely, any issues impacting on the quality and standards of awards, including possible changes to programmes.

We are most grateful for your comments and for your support in this matter.

Yours sincerely,



Mr Simon Wright  
Academic Registrar