



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Dr Daragh O’Connell		
Home Institution / Employer of External Examiner:	University College Cork		
Programme and / or Subjects Covered by this Report:	Italian – Modern Languages		
Academic Year / Period Covered by this Report:	2013-14	Date of Report:	30/07/2014

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 very balanced. The Department of Italian covers a wide range of subjects spanning different periods and across genres. There is also a clear focus on research led teaching. I was particularly impressed with the EU8390 for both the challenges it sets the students and the rigour with which it is assessed. Also, the EU7340 Learning Portfolios module actively encourages individual research. It was also particularly pleasing to see Dante treated with such time and dedication in EU8294.

2. Academic Standards

From the work seen the programme is maintaining the set academic thresholds appropriate to this level and in accordance with national and international benchmarks. The standards of student performance are comparable with similar programmes in other UK institutions and beyond.

3. The Assessment Process

I was very happy with the assessment process. The examination and awarding of marks were all fairly conducted. All guidelines set out in each Module course pack were followed adding to the robustness of the courses and the assessment procedures. Overall, the marking was rigorous and fair and everything was conducted in accordance with university policy.

It was good to see the full range of marks being used, especially at the top of the scale.

4. Year-on-Year Comments

As this was my first year my comments are necessarily brief. I was very pleased by the overall standard of modules offered to students in both language and culture. The department strikes a happy balance between rigorous language work, literature and visual culture. This is to be commended.

Any queries that I had were answered promptly and I was given plenty of time to review exam questions and sample papers.

My one issue with the whole process was the sending of scripts in envelopes which could theoretically be damaged in transit. It perhaps would be better to have these scripts scanned and sent as PDF files. Another solution is to come to Cardiff a day earlier to have more time with the scripts and I am certainly willing to do this. The Department of Italian at Cardiff performs an important role in developing Italian studies in Wales, and ultimately is in a very strategic position for its future articulations. The work being carried out by the department with its students is of the very highest quality.

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

I attended the Induction meeting in April and was very pleased I did. The whole experience certainly clarified university procedures and allowed me time to familiarise myself with departmental practice and also just to meet with colleagues. One of the issues that came out of the meeting was the aspiration that External examiners should get the chance to meet in some way with students. On the back of this I offered to come over and give a seminar with students should the department deem it appropriate.

6. Noteworthy Practice and Enhancement

7. Appointment Overview (for retiring External Examiners only)

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?			N/A
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			N/A
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
Examining Board Meeting				

		Yes (Y)	No (N)	N/A (N/A)
8.17	Were you able to attend the Examining Board meeting?	Y		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	Y		
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?	Y		
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?			N/A
8.22	Was the Composite Examining Board conducted according to its rules?			N/A

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