

INSTITUTIONAL RESPONSE: EXTERNAL EXAMINER REPORT 2012-2013 - BA in Translation

Dear Professor Rothwell,

I am writing further to your External Examiner's report for the above programme(s). Your Report has been considered by the Cardiff School of European Languages, Translation and Politics 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

Your Report raised two issues which have been referred for consideration by the School. The following response has been provided on behalf of the School.

“[3.1] the External Examiner’s detailed comments and suggestions on the need to retain for moderation by the External Examiner copies of student coursework;

The Translation exam board recognizes the external’s desire to have access to the marked copy of their essays and agrees that the University should keep the marked copy of the essays for its records. Second markers have been instructed that from this academic year they should either mark electronically or, if marking by hand, they should retain the annotated copy of student coursework.

[3.2] the External Examiner’s perception of “a discrepancy between some very strongly positive comments and what I felt were the rather ungenerous marks awarded” and related suggestions.

The Translation exam board recognizes that the mismatch between comments and grades is a serious issue. Module leaders and markers have been alerted to the issue and to the need to ensure that comments match grades on all occasion but especially in the case of work in the First Class band. In addition, starting from this academic year, the Programme Coordinator will monitor the correspondence between comments and marks by looking at all First class essays and at a random sample of other grades.”

Positive Comments

The School and University are pleased to note your positive comments on the School's provision including:

- a. **[1, 2 and 3] your positive indications regarding the programme structure, academic standards and assessment process;**
- b. **[5] your positive comments on the sufficiency of documentation for induction purposes.**

I hope that you will find this response satisfactory and thank you for your service as External Examiner.

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 Registry web pages and will be available publically.

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.

Mrs Jill Bedford
Director of Registry and Academic Services