



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Ms Isabel Moros		
Home Institution / Employer of External Examiner:	Department of Modern Languages. College of Humanities. Queen's Building. The Queen's Drive. Exeter. EX4 4QH		
Programme and / or Subjects Covered by this Report:	BSc International Accounting, BSc International Business Administration, BSc International Economics, BSc Accounting with a European Language, BSc Business Administration with a European Language, BSc Economies with a European Language. The subject examined was Spanish.		
Academic Year / Period Covered by this Report:	2014-2015	Date of Report:	9/07/2015

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

With regards to the programme structure and the modules that I moderated this current academic year (ML 3711 –Language skills for professionals in the EU context (Spanish), ML 2714 –Business Correspondence (Spanish), ML 2712 – Business Language- (Spanish), ML 2711 Vocational Language Skills (Spanish), and ML 2713 Listening and Oral skills (Spanish)), they all had clear structures and their content met the aims and learning outcomes as stated in the module descriptors.

2. Academic Standards

The specific nature of these modules, as in previous years, run this year by the Cardiff School of Modern Languages in conjunction with the Business School met the academic standards within the framework for higher education qualifications. Students achieved good results and in some cases demonstrated excellent linguistic competence and ability, in particular in their aural and oral skills in some specific cases. The standards that they achieved are very comparable to those of other Higher Education institutions.

3. The Assessment Process

The assessment process was appropriate and clearly designed. All the students were given enough variety of assessment to ensure that they were able to perform to the best of their ability.

As in previous years, there was a lot of attention being paid to detail when choosing the assessment and the elements that constitute it were relevant and up to date reflecting the challenges facing the culture under study as well as the current political, social and financial situation in Europe at present. This was noted by the choice of texts that made up some of the exams and it provided students with a good insight into the current difficulties that Spain is experiencing at present. It did offer students also with a clear understanding of the major issues at play in Latino America.

Marking was fair and thorough. Second marking was excellent and very clear. This level of second marking facilitated the moderation process of the External Examiner greatly.

As mentioned last year, I was particularly pleased with the different components of continuous assessment within the modules, as they provided students with the opportunity to build on skills that they had acquired already earlier on in their learning process.

The differentiation of oral exams according to register is also an innovative practice that it is worth mentioning in this report as it obliges students to be competent in formal and informal settings when communicating in the target language. All the assessment fulfilled the criteria and was conducted in line with the University's policies and regulations. All the marking schemes and award classifications for each module were set up at the appropriate level.

4. Year-on-Year Comments

As in previous years, excellent practice has continued for some of these modules.

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

6. Noteworthy Practice and Enhancement

As I have mentioned already in the assessment process section, it is worth noting the variety of assessment that these modules offer to the students. This variety provides them with excellent transferable skills as well as with the opportunity to enhance their linguistic competence. The texts that were chosen this year for some of the exam papers were very appropriate and up to date which it is excellent practice as it did reflect the current state of play in Spain and in Latino America in financial, political and social terms.

There are only two elements that I would like to bring to your attention. First of all, be more consistent with the rubric of the exam papers itself as some of those were

written in the informal way of address (*tú*) and others in the formal (*usted*). To maintain consistency across the board, I will recommend the use of the formal way of address in all the exam questions in the target language.

The second practical suggestion is that it would be helpful to have all the audio files that are sent electronically for moderation clearly named with the students names. Normally, this has been the case, but this year I received some audio files that did not have the name of the candidate, so it was difficult to identify them.

7. Appointment Overview (for retiring External Examiners only)

I have been the External Examiner for this programme now for four consecutive years since my appointment in 2011. I have enjoyed the process and I have seen the great care that it has been taken on providing students taking these specific modules with an excellent learning experience. The modules themselves are varied and the assessment is interesting and consistent. Students are given the opportunity to enhance their language competence and to develop also other transferable skills that can be of great use in the future. In general, the marking and moderation process has been thorough during the past four years, and I have particularly appreciated the comments from the second markers as they have facilitated my task in the role of External Examiner.

Perhaps, this year, some of the marks have been slightly lenient for one specific module – ML 2714 Business correspondence -, but in general, I have been happy to confirm the results as they seem to correspond clearly with the marking criteria and all the appropriate procedures have been followed.

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/A
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?			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