



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Prof. Andrew ROTHWELL		
Home Institution / Employer of External Examiner:	Swansea University		
Programme and / or Subjects Covered by this Report:	BA in Translation		
Academic Year / Period Covered by this Report:	2012-13	Date of Report:	16 July 2013

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

This is a very recent programme, with its first cohort reaching second year stage in 2012-13. Since it is a variant of a standard Modern Languages BA programme, and only two specialised Translation modules are taken in year 2, I had relatively little work to look at this time round, and have yet to form an overview of the programme as a whole. The two modules I saw, EU2298 Introduction to Specialised Translation and EU2299 Principles of Translation Theory, seemed to me entirely appropriate in design and content for students at this level, who are still primarily perfecting their foreign language skills. I look forward to seeing the final year cohort's work in due course, and to discovering how this programme is articulated with the MA in Translation Studies, to which I imagine some BA students at least will want to progress.

2. Academic Standards

The standards set in work I have seen this year have been high, and fully in line with both QAA descriptors for work at this level, and the standards of comparable programmes with which I have been involved as external examiner over many years.

3. The Assessment Process

The forms of assessment used in the two modules I saw are varied and very well suited to the module content. I found the marking to be very careful, with full comments by way of feedback to students (though I did wonder whether or not

students would see the comments on their exam answers). I made a few detailed comments and suggestions in my feedback on the modules which do not need to be repeated here. There were, however, two more general points with respect to EU2299 which perhaps bear recapitulation:

1. The practice of handing back to students the single marked copy of their essays seems to me helpful to them, but quite unhelpful to me as an external examiner with responsibility for vetting the assessment process, and to the University in the event of a student appeal. I think it might be better to allow students to photocopy their assessed work if they wish, but to retain it for reference in the department (in my institution we are required by regulations to do this). Even better would be for essays to be marked electronically, in one of the ways I set out in my comments on the module.

2. With respect to marks at the top end (again on EU2299), I did detect a discrepancy between some very strongly positive comments and what I felt were the rather ungenerous marks awarded, and recommended some raises. I would simply recommend for the future that the correspondence between comments and marks is monitored by the module coordinator, particularly in the First class band.

4. Year-on-Year Comments

Since this is a new programme, there are no comments from a previous external examiner.

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

The documentation on the role and duties of the external examiner with which I was provided was admirably clear and cogent. Since I have extensive experience of the role in other universities, I found this quite sufficient by way of induction.

6. Noteworthy Practice and Enhancement

EU2298 Introduction to Specialised Translation is very well designed for students at his level, providing a rich but carefully pitched access route to an unfamiliar but professionally necessary set of domains and requirements. The combination of background lectures and practical work seems to me exemplary.

7. Appointment Overview (for retiring External Examiners only) N/a

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