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	For completion by External Examiner:		
Name of External Examiner:	Chris Reynolds		
Home Institution / Employer of External Examiner:	Nottingham Trent University		
Programme and / or Modules Covered by this Report	BA programmes in French		
Academic Year / Period Covered by this Report:	2018-19	Date of Report:	01/07/2019

Please complete all information in the spaces provided and submit within **six weeks** of the Examining Board (the dissertation stage Examining Board in the case of postgraduate Master's programmes).

**Please note this form will be published online and should not make any reference to any individual students or members of staff in accordance with the General Data Protection Regulation (2018).**

Please extend spaces where necessary.

**1. Programme Structure** (curriculum design, programme structure and level, methods of teaching and learning)

I remain satisfied and impressed by all elements of the programme structure. The overall design of the programme and the curriculum is coherent and clear with a wide variety of content, delivery and assessment methods. Individual modules and how they fit in to the overall programme are extremely well explained and, having benefitted from one previous year as external examiner on this course, easy to comprehend.

The methods of teaching and learning are broad, varied and in keeping with the extensive spread of material covered across the range of modules on offer. The level of teaching in order to cover such a broad and challenging range of areas and produce such high-quality work is evidently of high quality. This is exemplified by the depth, breadth and quality of material produced by students in both coursework and examinations.

**2. Academic Standards** (comparability with other UK HEIs, achievement of students, any PSRB requirements)

The academic standards that I was able to observe across the teaching, assessment, moderation and overall examining process were, as was the case

last year, all in keeping with expected standards that I have experienced in my own institution and also in my experiences of examining elsewhere. I am confident that the robust procedures in place meet all the necessary requirements at this level.

**3. The Assessment Process** (enabling achievement of aims and learning outcomes; stretch of assessment; comparability of standards between modules of the same level)

The assessment process that I was able to observe is excellent. There are clearly very well-thought-out procedures in place that have been discussed and developed over time. The resulting clarity ensures consistency across the broad range of material being assessed and the methods deployed. This unquestionably helped me in my role as external examiner. However, more importantly, it has evidently created a sense of confidence and consistency between the different members of staff when assessing the material and can only be a positive in terms of making students very comfortable in terms of what is expected from them. The assessment process clearly meets the requirement of ensuring that all learning objectives are met and that students of all capabilities are provided the opportunity to produce work that accurately reflects their abilities.

**4. Examination of Master's Dissertations (if applicable)** (sample of dissertations received, appropriateness of marking schemes, standard of internal marking, classification of awards)

NA

**5. Year-on-Year Comments**

This is my second year as external examiner on this course. I am happy that all of the positive aspects that I outlined in my previous report remain and have in some instances been improved. Some of the mechanisms in place in the assessment process (for example the moderation report) are used even more effectively with another year's experience. In terms of recommendations made for changes, it was great to see that my comments last year on the overuse of paper at the boards has fed into a change to this approach, making the board experience a much more straightforward process. With another year under my belt and a greater awareness of the material and processes, I am very comfortable with all aspects of my role and looks forward to next year's examining period.

**6. Preparation for the role of External Examiner (for new External Examiners only)**

NA

**7. Noteworthy Practice and Enhancement** (good and innovative practice in learning, teaching and assessment; opportunities for enhancement of learning opportunities)

There are a number of areas that I feel are worth mention in terms of examples of good practice:

- The entire external examining process felt much improved, streamlined and straightforward this year. This may well have to do with my comfort as a year 2 external, but some changes have clearly been made to improve an already impressively organised process.
- I was very impressed by the quality of students' work right across the different modules I assessed. It is clear to me that students are being provided with excellent material that is taught in an engaging manner. It is fantastic to see the research expertise of the teaching body shine through in the material produced. Students are clearly well-briefed and prepared for all forms of assessment. It was particularly striking to note the quality of some of examination material produced by those achieving top grades. There were also a number of highly impressive final year dissertations.
- As was the case last year, I very much like the YA project carried out by language students. Not only does such an exercise encourage greater immersion by the students that can only help the YA experience, I also think it is an excellent exercise for them to do in terms of improving writing in the target language. Finally, I think it is an excellent manner to help students start to think about the rigours of the final year dissertation.
- The level of feedback across the board is exemplary. Not only does such extensive feedback make it easy for me to make sense of the justification for the final mark, the constructive and encouraging manner of this feedback is particularly important for students in terms of helping them make improvements for future assessments.
- I would once again like to highlight how impressed I am with the moderation report provided for each piece of assessment on each module. This is excellent practice enabling colleagues to be confident and consistent in marking students' work. It is also very useful for the external to be made aware of any issues that inflected the assessment process. I would very much like to see this approach put in place in my own institution.
- Finally, I would like to thank all colleagues for diligently supplying me with all the necessary material for me to successfully negotiate all the work required on the scrutiny day. Without this background work, the role of the external would be much more difficult.

I have no areas of concern and therefore no recommendation to make in terms of changes required.

**8. Appointment Overview (for retiring External Examiners only)** (significant changes in standards, programme/discipline developments, implementation of recommendations, further areas of work)

NA

## 9. 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)
<b>Programme/Course information</b>				
9.1	Did you receive sufficient information about the Programme and its contents, learning outcomes and assessments?	Y		
9.2	Were you asked to comment on any changes to the assessment of the Programme?		N	
<b>Commenting on draft examination question papers</b>				
9.3	Were you asked to approve all examination papers contributing to the final award?	Y		
9.4	Were the nature, spread and level of the questions appropriate?	Y		
9.5	Were suitable arrangements made to consider your comments?	Y		
<b>Examination scripts</b>				
9.6	Did you receive a sufficient number of scripts to be able to assess whether the internal marking and classifications were appropriate and consistent?	Y		
9.7	Was the general standard and consistency of marking appropriate?	Y		
9.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	Y		
9.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	Y		
9.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	Y		
<b>Coursework and practical assessments</b>				
9.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	Y		
9.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	Y		
9.13	Was the method and general standard of assessment appropriate?	Y		
9.14	Is sufficient feedback provided to students on their assessed work?	Y		
<b>Clinical examinations (if applicable)</b>				
9.15	Were satisfactory arrangements made for the conduct of clinical assessments?			NA
<b>Sampling of work</b>				
9.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
<b>Examining board meeting</b>				
9.17	Were you able to attend the Examining Board meeting?	Y		

9.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	Y		
9.19	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		
<b>Joint examining board meeting (if applicable)</b>				
9.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?		N	
9.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			NA
9.22	Was the Composite Examining Board conducted according to its rules?			NA

Please return this Report, **in a Microsoft Word format**, by email to:  
[externalexaminers@cardiff.ac.uk](mailto:externalexaminers@cardiff.ac.uk)

Your fee and expenses claim form and receipts, should be sent electronically to the above email address or in hard copy to:

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