



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Professor Dafydd Johnston		
Home Institution / Employer of External Examiner:	University of Wales		
Programme and / or Subjects Covered by this Report:	BA Welsh		
Academic Year / Period Covered by this Report:	2012/13	Date of Report:	27.6.13

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 programme is structured appropriately in order to achieve its aims and learning outcomes, and it succeeds in producing graduates who have a broad and detailed knowledge of the Welsh language and its contemporary and historic literature, and who possess valuable analytical and presentation skills in terms of employability. Emphasis is placed on the accuracy of written and spoken language in dedicated modules and also through detailed comments in the feedback given to students. An appropriate balance is maintained between the traditional aspects of the subject and innovative elements, and the new module on Language Technology is a very valuable addition to this year's provision. In the 'Taste of Research' module, there is an opportunity to produce original studies and develop valuable research skills. It's good to see the staff's research interests enrich learning across the programme.

2. Academic Standards

The programme's standards are in line with the benchmarking statements for a degree in Welsh, and compare very favourably with the standards of similar programmes in other institutions in Wales. The standard of students' language is very good, on the whole, and the best manage to write in a very polished and effective manner. Students are expected to read extensively and address challenging concepts, and the intellectual quality of much of their work is remarkably high. Detailed and constructive feedback on all pieces of work fosters the highest possible standards from all students.

3. The Assessment Process

Assessment methods are planned carefully in order to measure students' achievements against the programme's learning outcomes, striking a balance between examinations, classroom tests and course work. An appropriate place is given to oral examinations and various language exercises in order to assess students' language skills. Awards were graded based on detailed criteria and marking schemes, and the standard of assessment is consistent across the programme. The examination and assessment processes were completely fair and in line with the University's policies and regulations.

4. Year-on-Year Comments

No specific recommendations were made in my report last year, as I was completely satisfied with the School's procedures. However, I am glad to see oral presentations being filmed in their entirety this year, and that samples were provided to me in a manageable way on discs.

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

6. Noteworthy Practice and Enhancement

The marking sheets used by the School ensure thorough and consistent feedback on all pieces of work. Where the central electronic system is used to return work, the same headings should be used as on these sheets.

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?	✓		
8.2	Were you asked to comment on any changes to the assessment of the Programme?			✓
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?	✓		
8.4	Were the nature, spread and level of the questions appropriate?	✓		
8.5	Were suitable arrangements made to consider your comments?	✓		
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?	✓		
8.7	Was the general standard and consistency of marking appropriate?	✓		
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	✓		
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	✓		
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	✓		
Coursework and Practical Assessments				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	✓		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	✓		
8.13	Was the method and general standard of assessment appropriate?	✓		
8.14	Is sufficient feedback provided to students on their assessed work?	✓		
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			✓
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?	✓		
Examining Board Meeting				

		Yes (Y)	No (N)	N/A (N/A)
8.17	Were you able to attend the Examining Board meeting?	✓		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	✓		
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?	✓		
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?		x	
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			
8.22	Was the Composite Examining Board conducted according to its rules?			

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