

**The University of Leeds**  
**EXTERNAL EXAMINER'S REPORT**  
ACADEMIC YEAR: 2010– 2011

**PART A: GENERAL INFORMATION***Subject area and awards being examined:*

<b>School of:</b>	Modern Languages and Cultures	<b>Subject(s):</b>	German
<b>Programme(s) / Module(s):</b>		<b>Awards: (e.g. BA/BSc/MSc etc.)</b>	
<b>Foreign language electives offered by the Language Centre</b>	n/a		

The completed report should be attached to an e-mail and sent as soon as possible, and no later than 6 weeks after the relevant meeting of the Board of Examiners, to [exexadmin@leeds.ac.uk](mailto:exexadmin@leeds.ac.uk).

Alternatively you can post your report to:

**Head of Academic Quality and Standards,  
Academic Quality and Standards Team,  
Room 12:81, EC Stoner Building,  
The University of Leeds, Leeds LS2 9JT**

**PART B: COMMENTS FOR THE INSTITUTION ON THE EXAMINATION PROCESS AND STANDARDS*****Matters for Urgent Attention***

*If there are any areas which you think require urgent attention before the programme is offered again please note them in this box.*

n/a

***Only applicable in first year of appointment***

*Were you provided with copies of previous relevant External Examiners' reports and the response of the School to these?*

n/a

***For Examiners completing their term of appointment***

*Please comment on your experience of the programme(s) over the period of your appointment, remarking in particular on changes from year to year and the progressive development and enhancement of the learning and teaching provision, on standards achieved, on marking and assessment and the procedures of the School.*

n/a

## Standards

**1. Please indicate the extent to which the programme aims and intended learning outcomes (ILOs) were commensurate with the level of the award?**

- *The appropriateness of the intended learning outcomes for the programme(s)/modules and of the structure and content of the programme(s);*
- *The extent to which standards are appropriate for the award or award element under consideration.*

All learning outcomes for the components of the programme that I saw are relevant and appropriate for the modules and for the structure of the programme.

**2. Did the aims and ILOs meet the expectations of the national subject benchmark (where relevant)?**

- *The comparability of the programme(s) with similar programme(s) at other institutions and against national benchmarks and the Framework for Higher Education Qualifications.*

The modules as well as the programme as a whole are fully comparable to similar programmes in other institutions.

**3. Please comment on the assessment methods and the appropriateness of these to the ILOs?**

- *The design and structure of the assessment methods, and the arrangements for the marking of modules and the classification of awards;*
- *The quality of teaching, learning and assessment methods that may be indicated by student performance.*

All German programmes are thoroughly assessed, with interesting and well written questions, and draw on all skills taught. All components are relevant to the course contents and also relevant to the language in a wider context. Individual parts of the assessment use communicative situations and context to reflect the students' learning experience.

**4. Were students given adequate opportunity to demonstrate their achievement of the aims and ILOs?**

- *The academic standards demonstrated by the students and, where possible, their performance in relation to students on comparable courses;*
- *The strengths and weaknesses of the students as a cohort.*

German courses in the Language Centre are challenging and the students respond well to this with a good range of marks, with some students presenting excellent work, and the standard in general is high. The quality of student work compares well to that of similar programmes at other HE institutions.

**5. For Examiners responsible for programmes that include clinical practice components, please comment on the learning and assessment of practice components of the curriculum**

n/a

**6. The nature and effectiveness of enhancements to the programme(s) and modules since the previous year**

*It would be particularly helpful if you could also identify areas of good practice which are worthy of wider dissemination.*

The Language programme is partly assessed now by portfolio, which allows for a comprehensive approach to testing and gives the students a fair way of working towards their marks throughout the terms. This is clearly an improvement for the programme as a whole and could be applied by other programmes and centres.

**7. The influence of research on the curriculum and learning and teaching**

*This may include examples of curriculum design informed by current research in the subject; practice informed by research; students undertaking research.*

See pt 6

## ***The Examination Process***

8. **The University and its Schools provide guidance for External Examiners as to their roles, powers and responsibilities. Please indicate whether this material was sufficient for you to act effectively as an External Examiner?**

- *Whether external examiners have sufficient access to the material needed to make the required judgements and whether they are encouraged to request additional information.*

**I have received all the information I needed in my function as an External Examiner. All material was well documented and on time.**

9. **Did you receive appropriate documentation relating to the programmes and/or parts of programmes for which you have responsibility, e.g. programme specifications or module handbooks?**

- *The coherence of the policies and procedures relating to external examiners and whether they match the explicit roles they are asked to perform.*

**I have received all the information I needed to evaluate and examine the exam papers and to get a good overview of the programme.**

10. **Was sufficient assessed/examination work made available to enable you to have confidence in your evaluation of the standard of student work?**

**The number and range of scripts was sufficient to give me a clear overview of the various exam components. All papers were in good order and well marked.**

11. **Were the administrative arrangements satisfactory for the whole process, including the operation of the Board of Examiners?**

**Yes. The communication with the head and the administration of the programme was efficient and very friendly.**

12. **Were appropriate procedures in place to give due consideration to mitigating circumstances and medical evidence?**

**Yes.**

### ***For Examiners involved in Mentoring Arrangements***

*If you have acted as a mentor to a new external examiner or have received mentor support please comment here on the arrangements.*

**I was mentor for Geoffrey Gipson at University of Hull. Communication was effortless and friendly.**

### ***Other Comments***

*Please use this box if you wish to make any further comments not covered elsewhere on the form.*

**I have thoroughly enjoyed my second year as External in Leeds and the experience in enriching. The academic standard and the administration at the Language Centre are very high. All assessment was professionally conducted. Exam papers were challenging and there is clear evidence of fair and thorough marking.**

**From:**  
**Sent:** 15 September 2011 16:39  
**To:**  
**Cc:**  
**Subject:** Response to External Examiner's report 2010-11  
**Attachments:** Response to External FLTU German 2010-11.docx  
  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear

Thank you very much for acting as our external once again this year. We found your visit very useful and it is particularly helpful for . Please find attached our response to your report for 2010-11.

We look forward to working with you again in 2011-12.

Best wishes,

Language Centre  
School of Modern Languages & Cultures  
University of Leeds  
Tel: 0113 343 3570  
[http://www.leeds.ac.uk/homepage/249/language\\_centre](http://www.leeds.ac.uk/homepage/249/language_centre)



## Response to External Examiner's report FLTU German modules 2010-11

We very much appreciate \_\_\_\_\_ feedback on the FLTU German modules and thank her for the time and care she has taken in examining the various aspects of the modules.

### **Standards**

Overall it is very pleasing to receive \_\_\_\_\_ such positive feedback with respect to the intended learning outcomes and the assessment methods for these modules. It is very gratifying for the tutor that her hard work in ensuring that high standards are met has been acknowledged by the external.

### **The Examination Process**

It was pleasing to note that our arrangements with the External Examiner worked well and were seen as efficient.

### **Action points for 2011-12**

- To discuss with the Director of Student Education how we can ensure best practice with regard to second-marking as we have only 1 German tutor.

FLTU, Director  
12.9.11