

# The University of Leeds

## EXTERNAL EXAMINER'S REPORT

ACADEMIC YEAR: 2011– 2012

### Part A: General Information

#### Subject area and awards being examined

Faculty / School of:	Modern Languages and Cultures
Subject(s):	Foreign language electives offered by the Language Centre
Programme(s) / Module(s):	German FLTU 1402, 1403, 1413, 1420, 1423, 1433, 1443
Awards (e.g. BA/BSc/MSc etc):	n/a

#### Completed report

The completed report should be attached to an e-mail and sent as soon as possible, and no later than six 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

#### 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 modules taught 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. Please comment on 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 modules were again partly assessed 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. Please comment on 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.*

**Although this is not a research programme, it is clear that the Centre in general as well as the tutor for German are well aware of current research in Language acquisition and testing. The portfolio (Point 6) is a direct response to this.**

**For Examiners involved in mentoring arrangements**

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

I acted as mentor to <<>>. We were in contact a couple of times and had a good rapport.

**The Examination/Assessment Process**

**9. 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.

10. 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, marking criteria?

- *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.

11. Were you provided with all draft examination papers/assessments? Was the nature and level of the questions appropriate? If not, were suitable arrangements made to consider your comments?

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. The level and nature of questions was appropriate, and my comments were taken on board.

12. Was sufficient assessed / examined work made available to enable you to have confidence in your evaluation of the standard of student work? Were the scripts clearly marked/annotated?

On my arrival in Leeds I had access to the entire range of exams for German. All scripts were well marked and very well annotated so that it was easy to follow the marking process.

13. Was the choice of subjects for dissertations appropriate? Was the method and standard of assessment appropriate?

n/a

14. Were the administrative arrangements satisfactory for the whole process, including the operation of the Board of Examiners? Were you able to attend the meeting? Were you satisfied with the recommendations of the Board?

Yes. The communication with the head of the Centre and the administration team for the programme was efficient and very friendly.

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

Yes. The Centre takes great care in looking at the student's records, mitigating circumstances and medical certificates.

#### Other comments

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

n/a

## Response to External Examiner's report FLTU German modules 2011-12

We very much appreciate <<>>feedback on the FLTU German modules once again and thank <> for the time and care <> has taken in examining the various aspects of the modules.

### Plan of action:

(<<>> - <>, <<>> - <>)

Feedback	Action	Who	Timeframe
It is pleasing to note the feedback that the modules are thoroughly assessed and cover all 4 skills	To maintain this high standard	<>	2012-13
The high standard of students' work is testament to the tutor's hard work and high expectations	To maintain this high standard	<>	2012-13
We are encouraged to note the positive feedback on the use of the portfolio as part of the assessment model	To consider ways of sharing the model with our peers in similar institutions	<>	2012-13
We appreciate the observation that awareness of research in language acquisition and testing is reflected in the portfolio	To develop this further	<>	2012-13

<<>>

FLTU, Director  
26.7.12