

**The University of Leeds**  
**EXTERNAL EXAMINER'S REPORT**  
**ACADEMIC YEAR: 2012– 2013**

**Part A: General Information****Subject area and awards being examined**

Faculty / School of:	Language Centre
Subject(s):	<i>Chinese</i>
Programme(s) / Module(s):	FLTU modules
Awards (e.g. BA/BSc/MSc etc):	

**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*

None

**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?*

I have been given all information needed.

**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.*

The intended learning outcomes for the programme and the structure and content of the programme are appropriate. The standards set are appropriate.

**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 programme is in line with similar programmes offered at other HE institutions. Its aims and intended learning outcomes are comparable to those of similar programmes.

**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.*

The design and structure of the assessment are appropriate. The arrangement for the marking is clear and effective. As shown in students performance, the teaching is of good quality.

**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.*

Students performance is good, above average, if compared with similar programmes, to the best of my knowledge. Character writing seems challenging to some students, admittedly though, it is a common problem for students of Chinese, especially for beginners.

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

**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.*

N/A

**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.*

**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**

**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.*

Absolutely.

**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.*

Yes.

**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?**

I was provided with draft examination papers. The nature and level of the questions were appropriate.

**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?**

Yes. The scripts were clearly marked.

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

The method and standard of assessment was appropriate.

**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?**

Very satisfactory. I had to send my apologies because of an unexpected change of plan and the team were very understanding and did their best to assist me to complete my work as an external examiner. I am very grateful to the effort the team have made.

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

Yes.

**Other comments**

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

This is my first year as the external examiner and I am very satisfied with the communication I have had with <>, the Chinese tutor and the FLTU administration team. I find the quality of the programme and students performance very good.



**Response to External Examiner's report  
FLTU Mandarin modules 2012-13**

We very much appreciate feedback on the FLTU Mandarin modules and thank for the time has taken to examine the various aspects of the modules.

**Plan of action:**

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Feedback	Action	Who	Timeframe
We appreciate confirmation that the learning outcomes and the standards set are appropriate compared to that of similar programmes at other institutions.	To maintain this		2013-14
It is pleasing to have conformation that the assessment methods are appropriate, the marking is clear and effective and the teaching is of good quality. It is encouraging to note that students' performance is good/above average, compared with similar programmes.	To maintain this		2013-14
We appreciate that the external has a range of assessments to sample on the day of visit to Leeds. We will send representative samples of work in advance to ease the pressure.	Next year we will send samples of the speaking exam to the external ahead of visit		2013-14

FLTU, Director  
24.7.13