

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:	Languages and Cultures
Subject(s):	MAPLIS
Programme(s) / Module(s):	MAPLIS
Awards (e.g. BA/BSc/MSc etc):	MA

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.

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.*

ILOs and programme content are appropriate and standards are appropriate for the elements under consideration.

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.*

Work is comparable with other institutions and commensurate with QAA M Level standards.

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.*

Interesting assessment methods which offer a range of differing tasks. These are appropriate to the ILOs.

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.*

Yes

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 advertisement analysis in 'Managing culture across business' is a useful addition to skills development.

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.

The optional modules which students can follow, together with the essay questions, allow for a wide range of research expertise within the School to reach the students on the programme.

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

n/a

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.

Yes

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?

Yes

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 and Yes

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

Yes and Yes

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, I was able to attend and it was very well-organised

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

Yes- these had been dealt with in a previous meeting

Other comments

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

My time as examiner has been very interesting and enjoyable, made easier by the good organisation of materials, and clear and timely communication from <> and <>. In particular I have enjoyed the discussions on issues as they have arose which has allowed staff to make use of me as an examiner, and which shows clear commitment on the part of staff to delivering a high-quality programme. Support staff have also been extremely helpful to me over the years.

School of Modern Languages and Cultures

FACULTY OF ARTS



UNIVERSITY OF LEEDS

4 March 2014

Dear

Thank you for your external examiner's report for MAPLIS for the 2012-13 academic session.

I am very pleased to note your overall satisfaction with the programme and the specific modules that you have overseen, and your favourable comments about the range of interesting assessment tasks that colleagues have designed and implemented. I am glad that you find that elements that have been introduced, in no small part thanks to your input, have provided useful additions to the programme and that our students benefit from the breadth of research expertise across the School.

I have shared your comments about the commitment and engagement of academic and support staff in delivering and improving the programme; these are much appreciated.

Finally, I would like to thank you for your contribution to the development of the programme and its assessment over the years – and for your support throughout.

With kind regards,

Director of Translation Studies