

**The University of Leeds**  
**EXTERNAL EXAMINER'S REPORT**  
**ACADEMIC YEAR: 2013– 2014**

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

<i>Faculty / School of:</i>	Modern Languages, Cultures and Civilizations
<i>Subject(s):</i>	
<i>Programme(s) / Module(s):</i>	All MA Programmes in EAST Asian Studies; MODL 5306M; MODL5336M; MODL5316M; MODL5326; MODL 5302M
<i>Awards (e.g. BA/BSc/MSc etc):</i>	MA

**Name and home Institution / affiliation of Examiner****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 Quality Assurance**  
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*

I started as an external examiner for the MA Translation Studies and Interpreting (Japanese/English) in the academic year 2009/2010. From 2012/13, I was asked to act also as an external examiner for all MA programmes in East Asian Studies. My impression of the programmes has overall been excellent. Whenever I made suggestions, I received appropriate and timely explanations. The standards of the programmes, the marking and assessments as well as the related procedures have been of an excellent quality.

## 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.*

Fully commensurate.

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.*

Yes.

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.*

I believe that the design and structure of the assessment methods and the marking arrangements are appropriate to test the ILOs. The overall good student performance is testimony to the high quality of teaching and learning across all programmes.

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.*

In response to my comments last year, I received a detailed report from <>. I am glad to see that my suggestions received appropriate attention.

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 module outlines show that the module leaders make an effort to inform their teaching by their respective research.

8. **Where the programme forms part of an Integrated PhD, please comment on the appropriateness of the programme as training for a PhD**

N/A

## For Examiners involved in mentoring arrangements

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

The arrangements were appropriate. The new external was given my contact details and we were able to communicate directly.

## The Examination/Assessment Process

**10. 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.

**11. 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.

**12. 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. Whenever I suggested changes to the questions the module organizers were contacted immediately and made appropriate changes.

**13. 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. However, I would like to suggest that the department unifies its mark sheets, so that all markers use the same sheets for all written assignments.

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

Yes.

**15. 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 administrative arrangements were excellent. I would like to thank especially <> for <> efficient administration.

**16. 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**

Being an external examiner for your programmes was an excellent experience. Thank you very much for your trust!

# School of Languages, Cultures and Societies

FACULTY OF ARTS



UNIVERSITY OF LEEDS

02 March 2015

Dear

Response to External Examiner's Report on EAST MA programmes, 2013-2014

Many thanks for your Examiner's Report for the academic year 2013-2014.

I was delighted to note that you felt we had achieved excellent standards in our programmes, assessments, marking, and related procedures, and that our teaching was research-led. I was also glad to see that you felt we had responded in an appropriate and timely way to any comments you had raised in previous reports.

I note your suggestion about unifying mark sheets. We have discussed this at a recent MA tutors meeting and agreed this would be useful both for us and for the students and so will be adopting this suggestion from this year. Many thanks.

I have passed on your appreciation of the efficiency of the administrative responses specifically to .

Finally, it only remains for me to thank you very much for all your input to, and support for, our programmes over the last few years and for your very helpful contributions at the exam board. Our programmes have benefited enormously from your comments, and it's been a pleasure working with you.

With very best wishes