School of Languages, Literatures and Cultural Studies

Role of External Examiner

**Italian:**
There are some minor variations in what different External Examiners do in the Italian Dept. In general they read most Sophister literature/culture and language scripts, term essays and dissertations after they have been double marked by internal examiners, and we normally accept, when different, the final marks assigned by the Extern. Therefore most scripts and other exercises are in reality triple marked. In the last few years JS orals are held internally by two examiners but recorded for the External to moderate them. SS orals are held jointly by one internal examiner and the External Examiner. The present External Examiner is especially scrupulous, so in 2015/16 he asked to see also 2016/17 language homework done during the year, and therefore this year we had to create a student folder including all the prescribed language work that we will show, after internal marking, to him.

**French:**
The external examiners review all JS and SS examination papers. They conduct the oral examinations for SS, together with 2 members of staff. In the case of TSM SS students, they also conduct a viva for the dissertation.

JS and SS Exam papers are marked and second-marked by internal examiners and moderated by the externs who would generally look at all failed papers, all borderline papers and firsts. Any paper about which the internal examiners disagree will also be referred to the external examiners.

In the case of TSM dissertation or BSL Case Studies, there is only one internal marker and one of the external examiners is the second marker. Generally, the external examiner mark/recommendation will prevail.

At the internal courts of examiners, the externs will consider the overall French result for all students.

**Early and Modern Irish:**
(1) The External Examiner reads and approves all exam questions (undergrad and taught pg) in advance of submission to exams office
(2) examines a selection (his/her choice) of scripts and essays and dissertations (undergrad and M.Phil)
(3) attends examiners' meeting and comments on scripts I have asked him/her to read as well as any other he/she chose to read
(4) writes report
(5) He/she is shown the internal examiner's mark (essay, dissertation, script) and compromise is reached and a final mark agreed generally conceding to his/her wisdom though it is seldom that there would be huge disagreement, if at all.
Hispanic Studies:
The external examiner (EE) reviews all Sophister exam questions before their submission to the exams office. S/he moderates JS & SS exam scripts, which are internally double marked. The JS oral exams are both double marked and recorded, and the recordings are made available to the EE. The EE retains broad latitude to adjust Sophister marks. The EE is solely responsible for marking SS dissertations and for conducting and marking the oral dissertation defense / SS oral language exam. Where discrepancies arise between internal and external marks, the EE is empowered to make the final determination. The EE also attends the Sophister exam boards.

European Studies:
The ES external examiner reviews anything to do with EU coded Sophister modules. So-reviews exam papers for EU (including Schol), reviews internally double-marked assessed essays and double-marked exam scripts, reviews internally double-marked dissertations, and reviews double-marked scripts and module work by ES students in other departments as appropriate- so PO, HI, SO coded modules and some non-language modules in other departments in your School. The ES office coordinates the collation of all this material for the external's review.

Russian and Slavonic Studies Department:
1. The first year of examining: External examiner receives general information about the Examinations format, the departmental structure and a list of modules taught in the department.

2. External examiner receives information on a) module descriptions, b) marking schemes for written, oral exams, continuous assessments and dissertations/ Case Studies projects.

3. External examiner comments on DRAFT exam papers (sent to him/her during the first week in March) and returns his/her comments and suggestions.

4. ALL essays and dissertations are DOUBLE marked internally by the Departmental Staff and sent to External examiner. S/he AGREES marks on papers, essays and dissertations.

5. Informal meetings with staff members to discuss all borderline cases.

6. The following day: External examiner conducts the Oral examinations.

7. External examiner is present at the main examiners meeting.

8. Extern writes an EXTERNAL EXAMINER REPORT

Brian Brewer
Director of Undergraduate Teaching and Learning.
February, 2017