

# School of Languages, Literatures and Cultural Studies

## Role of External Examiner

### 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.

### MEELC

TBC

### Early and Modern Irish:

The External Examiner reads and approves all exam questions (undergrad and taught pg) in advance of submission to exams office. He/she:

- examines a selection (his/her choice) of scripts and essays and dissertations (undergrad and M.Phil)
- attends examiners' meeting and comments on scripts I have asked him/her to read as well as any other he/she chose to read
- writes report

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.

### 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.

### German:

The external examiners review all JS and SS draft examination papers, recommendations and comments are considered and incorporated into the exam papers.

JS and SS exam papers, essays, dissertations and case studies are marked and second-marked by internal examiners and moderated and sampled by the external examiners who generally also look at all failed papers and essays, dissertations or case studies, all borderline work and all firsts. The external examiners have requested for us to resolve borderline issues internally and to agree on a mark, which can then be moderated by the external examiners. Any paper about which the internal examiners disagree is referred to the external examiners.

External examiners sample and take part in the oral examinations for SS which are held by 2 members of staff. This is done by sitting in on the oral exams and alternating between rooms. If necessary, for example in problem cases or borderline cases, sampling can be done through video recording of the oral exams.

Generally, the external examiner's recommendation will prevail.

At the courts of examiners, the external examiners will consider the overall German result for all students and will comment on student performance, assessment methods and formats, marking procedure and any issues that might arise out of this.

### **Hispanic Studies:**

#### EXTERNAL EXAMINER DUTIES

1. Review JS and SS language questions before they are submitted by the Department to the Examinations Office.
2. Read all the SS dissertations (sent well in advance) for a comprehensive view across the cohort.
3. Read a grading band sample of scripts across the JS and SS (or, if preferred, all) examination scripts, moderating marks which seem to be out of line with the rest, or where internal markers have not agreed.
4. If thought helpful, listen to JS and SS taped orals.
5. Conduct a 15-minute Viva in English on each dissertation (15% of overall dissertation mark).
6. Finally, discuss each dissertation with its supervisor (who is also the internal marker).
7. Attend the JS and SS Examiners' Department Board meeting, moderate borderline cases, and advise on unusual or problematic cases.

### **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.

### **Russian and Slavonic Studies:**

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.

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

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

ALL essays and dissertations are DOUBLE marked internally by the Departmental Staff and sent to External examiner. External examiner also gets recordings of the Oral examinations.

S/he AGREES marks on papers, essays and dissertations.

Informal meetings with staff members to discuss all borderline cases.

External examiner is present at the main examiners meeting.

Extern writes an EXTERNAL EXAMINER REPORT

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