

Guidelines on the Delivery and Assessment of Courses in Languages Other Than English

A Working Group established by the Quality Enhancement and Standards Committee reviewed the University's processes and practices relating to the delivery of courses and the assessment of students in languages other than English. The Committee approved the Working Group's recommended guidelines which are detailed below:

Recommended Guidelines

1. All translators should have subject knowledge and expertise of the subject area being translated. The standard of programmes offered in a foreign language should be identical to those offered in English.
2. Translators should be used to translate the course materials, prepare examination papers, mark examination scripts and translate a proportion of them back to English. The exact proportion to be translated should be determined separately for each course and each language.
3. External Examiners should be invited to approve examination papers prior to translation. They should also be invited to consider examination scripts once they have been translated back into English. The reports from the external examiners should specifically comment on the process of assessing students in a foreign language and on the performance of those students.
4. The EBS method of moderating the results of students at Examination Boards was judged to be fair but might not be appropriate for other courses, particularly where there were smaller cohorts. Therefore the role and responsibility of the examination board should be approved for each course and each foreign language separately.
5. Any previously approved course which is to be offered in a language other than English should be approved by the Undergraduate Studies Committee or the Postgraduate Studies Committee as appropriate to offer the course in the proposed foreign language. Equally, any course which is to be offered in a mode of study other than that already approved should be approved as above. Each course proposal should contain sufficient information to enable a judgement to be made.

The following University publications include relevant information relating to the above guidelines:

- Code of Practice on Flexible and Distance Learning
- External Examiners' Handbook.

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