

Procedures for Assessments Submitted in Welsh where the Language of the Teaching is English

1. In line with the University's regulations on Assessment through the Medium of Welsh (A1.122), students who are studying courses where the language of teaching is English are permitted to submit assessments in Welsh, both coursework assessments and examinations.

We recommend that students tell their module leader at the start of a module, and no later than three weeks before the submission deadline, if they wish to do this, in order to make the necessary arrangements.

We may not be able to assess students through the medium of Welsh for some types of assessment, for example, group assessments, presentations, performances or practical examinations.

2. Students wishing to submit assessments in Welsh should ensure that they are confident in the level of their written Welsh and should seek guidance on this from the Learning Services Drop in Centre or from the Welsh Language Unit if they have any concerns. Where it is necessary for work submitted for assessment in Welsh to be translated prior to being marked, students must accept that there is a risk implicit in the translation of assessments. Any examination papers which need to be translated into Welsh should be sent to the Welsh Language Unit at least a month in advance of the examination period.
3. The Module Leader is responsible for ensuring appropriate arrangements are made for the marking of work submitted in Welsh. Guidance can be sought from the Welsh Language Unit as well as from senior administrators within the faculty. The Module Leader should submit the form to a designated senior administrator in the faculty who, with the Welsh Language Unit, will discuss the arrangements which should be made.
4. The following are the three options for marking the work where the normal internal examiner is not Welsh-speaking and is therefore not able to mark the assessments in Welsh:
 - i) consider whether there is an alternative member of staff who is a fluent Welsh-speaker with sufficient competence in the subject area who can mark in Welsh (at undergraduate level there may well be a Welsh-speaking member of staff teaching in a related subject area who is competent to mark assessments which do not require very detailed or technical subject knowledge);
 - ii) consider whether there is an associate examiner (i.e. someone from outside the institution who could play the same role as an 'internal examiner') with experience of HE who is competent both in Welsh and in the subject area and is willing to mark the work;

if neither i) nor ii) is possible,

 - iii) translate the work into English for marking by the normal internal examiner.
5. In the case of i) above, there must be discussion between the normal internal marker and the alternative internal marker about the marking criteria and learning outcomes, with the alternative marker also looking at a number of marked English scripts to ensure consistency of marking. Prior to the final mark being submitted, there should be a discussion between the internal marker and the alternative internal marker on the Welsh script which has been marked.

6. In the case of ii) above, the same discussions as set out in 5 should be held between the normal internal marker and the associate examiner.
7. The Welsh Language Unit can translate assessments. Please complete the Translation Request Form by visiting the Welsh Language Unit pages on Connect <https://universityofsouthwales.sharepoint.com/sites/cymraeg/SitePages/en-GB/translation.aspx> and selecting 'Translation' to download the form. Once completed, please email the form and work to be translated to translations@southwales.ac.uk.

The translator should be instructed:

- a) to translate without changing the meaning of the argument or improving the clarity of expression
 - b) to comment on the overall linguistic presentation of the Welsh version of the work
 - c) to mirror in the translation the presentation, layout and appearance of the original.
- The work will then be marked by the normal internal marker, who may consult the translator to discuss any particular aspects of the translation.
8. The student should be permitted to see the translated version of the assessment and will be required to sign to verify that it conforms to the original Welsh submission. Any corrections which may need to be made to the translated version must be made through the translator and not directly by the student. The student may not make any additions or amendments to the English version, other than suggesting corrections to the translation.
 9. The external examiner should be informed of any assessments which have been submitted in Welsh and either marked by an alternative internal marker or an associate examiner or have been translated.

Request to Submit Work for Assessment in Welsh

We recommend that students who wish to submit work for assessment in Welsh in a module taught in English inform the University, **at the start of a module, and no later than three weeks before the submission deadline**, by completing this form and returning it to the Module Leader. Students should read the procedures for submitting assessments in Welsh attached to this form.

The University will endeavour to make the necessary arrangements for the marking of work submitted in Welsh but cannot guarantee to be able to do so in relation to all forms of assessment. Students should also discuss their wish to submit work in Welsh with the Module Leader and can seek further advice and guidance from the Welsh Language Unit by e-mailing cymraeg@decymru.ac.uk.

Surname:

First Name:

Student Enrolment Number:

Faculty:

Course:

I wish to submit assessments for the following modules in Welsh.

(NB: - information on the assessments to be undertaken for each module can be found in the Module Handbook)

Module Code	Module Title	Assessments/Examinations I wish to undertake in Welsh	Assessment due Date/Month of Examination

Please submit this form to the Module Tutor, if possible at the start of a module, or no later than three weeks before the submission deadline.

Signature: _____

Date: _____

Received by Module Tutor:

Signature: _____

Date: _____

Passed to Faculty Administrative Staff:

Date: _____

Arrangements to be made for marking:

Normal internal examiner competent to mark in Welsh:

Alternative internal examiner available:

Associate examiner with experience of HE to be identified:

Work to be translated:

(If translation required, the Faculty must make the arrangements)

Signed: Date:

(Faculty Administrator)