



## EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Prof R Mark Rylatt		
Home Institution / Employer of External Examiner:	De Montfort University		
Programme and / or Subjects Covered by this Report:	MSc Building Energy and Environmental Performance Modelling		
Academic Year / Period Covered by this Report:	2014/2015	Date of Report:	27/07/2015

For completion by External Examiner in the spaces provided. Please extend spaces where necessary. **Please note this Form will be published online.**

### 1. Programme Structure

This is the last presentation of this course so it seems pointless to make detailed comments on its structure, which is little changed from previous years.

### 2. Academic Standards

The course has certainly maintained an appropriate level, providing grounding in industry standard modelling techniques and tools applicable in a variety of building design and assessment situations. It aims to develop students' ability to interpret advanced knowledge and to critically apply state of the art modelling approaches systematically with some initiative and self-direction. Recently however it has been unable to attract students in sufficient numbers with appropriate background and ability. This is no reflection on the course team or its leader.

### 3. The Assessment Process

Assessment was seen to be commensurate with this level of degree, well explained and fair. Feedback was always constructive and showed some evidence of feedforward effectiveness.

#### **4. Year-on-Year Comments**

In this final year of presentation there is little to add except to observe that the small cohort this year seems to have achieved to a higher standard than last. The efforts of the retiring course leader should not go unnoticed in the respect – he is clearly highly appreciated by the students.

#### **5. Preparation / Induction Activity (for new External Examiners only)**

N/A.

#### **6. Noteworthy Practice and Enhancement**

Many instances of helpful and detailed feedback noted.

#### **7. Appointment Overview (for retiring External Examiners only)**

I have enjoyed being associated with this course and have appreciated the excellent level of support provided for my role by the course team and especially the course leader.

## 8. Annual Report Checklist

Please include appropriate comments within Sections 1-7 above for any answer of 'No'.

		Yes (Y)	No (N)	N/A (N/A)
<b>Programme/Course Information</b>				
8.1	Did you receive sufficient information about the Programme and its contents, learning outcomes and assessments?	Y		
8.2	Were you asked to comment on any changes to the assessment of the Programme?		N	
<b>Draft Examination Question Papers</b>				
8.3	Were you asked to approve all examination papers contributing to the final award?			N/A
8.4	Were the nature, spread and level of the questions appropriate?			
8.5	Were suitable arrangements made to consider your comments?			
<b>Marking Examination Scripts</b>				
8.6	Did you receive a sufficient number of scripts to be able to assess whether the internal marking and classifications were appropriate and consistent?			N/A
8.7	Was the general standard and consistency of marking appropriate?			
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?			
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?			
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?			
<b>Coursework and Practical Assessments</b>				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	Y		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	Y		
8.13	Was the method and general standard of assessment appropriate?	Y		
8.14	Is sufficient feedback provided to students on their assessed work?	Y		
<b>Clinical Examinations (if applicable)</b>				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			
<b>Sampling of Work</b>				
8.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
<b>Examining Board Meeting</b>				

		Yes (Y)	No (N)	N/A (N/A)
8.17	Were you able to attend the Examining Board meeting?	Y		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	Y		
8.19	Cardiff University recognises the productive contribution of External Examiners to the assessment process and, in particular, to the work of the Examining Board. Have you had adequate opportunities to discuss the Programme and any outstanding concerns with the Examining Board or its officers?	Y		
<b>Joint Examining Board Meeting (if applicable)</b>				
8.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?			
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			
8.22	Was the Composite Examining Board conducted according to its rules?			

Please return this Report, preferably in a Microsoft Word format, by email to:

[ExternalExaminers@cf.ac.uk](mailto:ExternalExaminers@cf.ac.uk)

Your fee and expenses claim form and receipts, should be sent electronically to the above email address or in hard copy to:

Clive Brown, Registry Officer, Registry & Academic Services, Cardiff University,  
McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE