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Guidance notes are available to support the completion of this Report via the Cardiff University Intranet [here](#) and from ExternalExaminers@cardiff.ac.uk.

	For completion by External Examiner:		
Name of External Examiner:	Philip Griffiths		
Home Institution / Employer of External Examiner:	Ulster University		
Programme and / or Modules Covered by this Report	MSc Advanced Building Performance Evaluation		
Academic Year / Period Covered by this Report:	2018-19	Date of Report:	6-1-20

Please complete all information in the spaces provided and submit within **six weeks** of the Examining Board (the dissertation stage Examining Board in the case of postgraduate Master's programmes).

Please note this form will be published online and should not make any reference to any individual students or members of staff in accordance with the General Data Protection Regulation (2018).

Please extend spaces where necessary.

1. Programme Structure (curriculum design, programme structure and level, methods of teaching and learning)

The programme is well designed and its launch is timely as we seek to substantially improve new and existing buildings to provide sustainable comfortable places in which to work and live. The standard for MSc is correct, especially as this course seeks to open up the subject to non-subject specialists.

2. Academic Standards (comparability with other UK HEIs, achievement of students, any PSRB requirements)

The standards are comparable with other UK HEIs and the student marks were acceptable.

3. The Assessment Process (enabling achievement of aims and learning outcomes; stretch of assessment; comparability of standards between modules of the same level)

There are some modules shared with other courses and the marks achieved for the students was comparable across all the modules studied. Learning outcomes were appropriate and the assessments were properly designed to test those learning outcomes and stretch the students. None of the modules stood out as been overly

difficult or easy. To achieve the uniformity in marking across the modules during the first year of delivery points to a well-planned curriculum.

4. **Examination of Master's Dissertations (if applicable)** (sample of dissertations received, appropriateness of marking schemes, standard of internal marking, classification of awards)

[Where possible please complete this section following the dissertation examining board determining the final award.]

I had no warning of the schedule of the final examination board, hence when I received samples of dissertations they came out of the blue. However, I was able to make time to review them. The marking schemes were appropriate, QAA processes were enacted, though I was not fully briefed as to their outcomes as I did not attend the final examination board, and hence did not see the final classifications of the awards given.

5. **Year-on-Year Comments**

[Previous External Examiner Reports are available from the Cardiff University Website [here](#).]

This is a new course and this was its first year of delivery.

6. **Preparation for the role of External Examiner (for new External Examiners only)** (appropriateness of briefing provided by the programme team and supporting information, visits to School, ability to meet with students, arrangements for accessing work to review)

I had been asked to review this course during its development so had visited Cardiff during that exercise and had talked considerably with school management. I was not briefed about the Cardiff external examiners' role. Unfortunately, illness prevented my scheduled visit to the School to meet the students.

7. **Noteworthy Practice and Enhancement** (good and innovative practice in learning, teaching and assessment; opportunities for enhancement of learning opportunities)

There was a good mix of assessment and much of it was practical based, utilising current research projects and links with local business, schools etc., giving the students considerable opportunities to practice practical skills in a safe environment.

8. **Appointment Overview (for retiring External Examiners only)** (significant changes in standards, programme/discipline developments, implementation of recommendations, further areas of work)

9. 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)
Programme/Course information				
9.1	Did you receive sufficient information about the Programme and its contents, learning outcomes and assessments?	Y		
9.2	Were you asked to comment on any changes to the assessment of the Programme?			NA
Commenting on draft examination question papers				
9.3	Were you asked to approve all examination papers contributing to the final award?	Y		
9.4	Were the nature, spread and level of the questions appropriate?	Y		
9.5	Were suitable arrangements made to consider your comments?	Y		
Examination scripts				
9.6	Did you receive a sufficient number of scripts to be able to assess whether the internal marking and classifications were appropriate and consistent?	Y		
9.7	Was the general standard and consistency of marking appropriate?	Y		
9.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	Y		
9.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	Y		
9.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	Y		
Coursework and practical assessments				
9.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	Y		
9.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	Y		
9.13	Was the method and general standard of assessment appropriate?	Y		
9.14	Is sufficient feedback provided to students on their assessed work?	Y		
Clinical examinations (if applicable)				
9.15	Were satisfactory arrangements made for the conduct of clinical assessments?			NA
Sampling of work				
9.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
Examining board meeting				

9.17	Were you able to attend the Examining Board meeting?			Via Skype
9.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	Y		
9.19	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		
Joint examining board meeting (if applicable)				
9.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?			NA
9.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			NA
9.22	Was the Composite Examining Board conducted according to its rules?			NA

Please return this Report, **in a Microsoft Word format**, by email to:
externalexaminers@cardiff.ac.uk

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

External Examiners, Registry, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE

