

EXTERNAL EXAMINER ANNUAL REPORT FORM

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:	John Edmonds		
Home Institution / Employer of External Examiner:	University of Nottingham		
Programme and / or Modules Covered by this Report	Architecture: Professional Studies (MA/PGDip) (ARB/RIBA Part 3 exemption)		
Academic Year / Period Covered by this Report:	2016-17	Date of Report:	14.03.2018

Please complete all information in the spaces provided and submit within **six weeks** of the Examining Board (the **taught 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 Data Protection Act (1998).

Please extend spaces where necessary.

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

The Architecture Part 3 course programme, validated by RIBA and prescribed by ARB, provides exemption for successful candidates from the entry requirements to the UK Register of Architects (ARB) and Chartered Membership (RIBA). Candidates will be employed full-time within architectural practices, and attend regular recall sessions and written examinations at the Welsh School of Architecture (WSA) within Cardiff University. In addition, the course director visits all candidates at their respective workplaces to monitor progress and professional experience in conjunction with the employment mentor.

Final oral examinations are conducted at the University following submission of a case study, personal evaluation and PEDRs. This enables the candidates to develop their individual professional experience, mentored by both the workplace employer and validated by the course director, to meet the ARB/RIBA Part 3 criteria within a clear, robust and structured learning programme.

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

The established Part 3 course programme at WSA clearly meets the UK thresholds for entry to the architectural profession, as set out in the ARB/RIBA Part 3 criteria. The academic attainment levels are high, with particularly good engagement and feedback from candidates.

In my opinion, the course programme and learning outcomes compare very favourably with many other UK schools of architecture that I have recently experienced as a professional or external examiner with the Universities at Westminster, Leeds, Lincoln, UWE, Portsmouth and Nottingham, as well as ARC-ex in Belfast.

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

The course programme is structured around recall sessions at WSA, with sequential class tests to enable candidates to individually respond to scenario questions relating to the ARB/RIBA criteria. These tests are double-marked and moderated internally. Individual candidate portfolios, including class tests, written assignments (Case study and personal evaluation) together with PEDRs (record of professional experience) demonstrate a logical and progressive sequence for final assessment at oral by the professional examiners, which I was able to observe.

The achievements of each candidate appear to have been regularly monitored in accordance with the learning outcomes and Cardiff University's policies and regulations. There seems to be a consistent balance with the assessments and adherence to the marking schemes with the range of award classifications.

Although I was unable to attend the final examination board, arrangements were made for contact by telephone. However, I did attend the interim boards on the days of the oral examinations to review the moderated marks for each candidate together with the course team and professional examiners. These meetings were formally constituted and conducted, and formed the basis for the final examination board.

4. Year-on-Year Comments

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

I have been regularly consulted on the class test scenarios and questions, together with the opportunity to attend the oral examinations and exam boards.

In addition, I have also been able to discuss the course progression with some of the candidates, who have been very positive about the structure of the programme and the support given by the course team and director.

5. Preparation for the role of External Examiner (for new External Examiners only) (appropriateness of briefing provided, visits to School, programme handbooks and supporting information)

N/A

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

There is a significant commitment by the course director to visit each candidate at their workplace and engage with each of the practice mentors. I also note that a high proportion of students are returning to Cardiff for Part 3, following successful completion of Parts 1 & 2 at WSA.

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

N/A

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)
Programme/Course Information				
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?	Y		
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?	Y		
8.4	Were the nature, spread and level of the questions appropriate?	Y		
8.5	Were suitable arrangements made to consider your comments?	Y		
Marking Examination Scripts				
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?	Y		
8.7	Was the general standard and consistency of marking appropriate?	Y		
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	Y		
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	Y		
8.10	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				
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		
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			N/A
Sampling of Work				

8.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
Examining Board Meeting				
8.17	Were you able to attend the Examining Board meeting?		N	
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		
Joint Examining Board Meeting (if applicable)				
8.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?			N/A
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			N/A
8.22	Was the Composite Examining Board conducted according to its rules?			N/A
Examination of Master's Dissertations (if applicable)				
8.23	Did you receive a sufficient number of Dissertations to be able to assess whether the internal marking and classifications were appropriate and consistent?			N/A
8.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?			N/A
8.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?			N/A
8.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?			N/A
8.27	If so, was the Examining Board conducted properly and in accordance with established procedures?			N/A
8.28	Were the schemes for marking and classification correctly applied?			N/A
8.29	Were the standards of the awards recommended appropriate?			N/A
8.30	Comments on the Examination of Master's Dissertations. <i>Please provide any comments you may wish to make on the issues raised above.</i> N/A			

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