

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:	Professor Cedric D'Mello		
Home Institution / Employer of External Examiner:	City, University of London		
Programme and / or Modules Covered by this Report	MEng and BEng programmes in Architectural Engineering/ Civil Engineering/ Civil and Environmental Engineering		
Academic Year / Period Covered by this Report:	2016/17	Date of Report:	17 Aug 2017

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)

As stated in my previous reports, the Civil Engineering related programmes at Cardiff are of a high standard and are current and relevant. They have been reviewed and updated on a regular basis.

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

I consider that the academic standards of the programmes at Cardiff are comparable with the best universities in the UK. All three Civil Engineering programmes are accredited by the Joint Board of Moderators (JBM), representing the Institution of Civil Engineers and the Institution of Structural Engineers. In my view, graduating students clearly meet the output standards required by the professional institutions.

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

Again, as stated in previous years, the assessment methods used in all the programmes are appropriately designed to meet the intended learning outcomes. The assessment criteria, marking criteria and award classifications are all at an appropriate level and as far as I am aware, all assessments are in line with university policies and regulations.

Feedback to students is both written and verbal (e.g. to design project groups) and is of a good to excellent standard.

The level of this year's final year projects was good with an appropriate spread of marks.

The interim Examining Board in February and the Examining Board in June were well run and very efficient. Again, there were very good final year MEng results. The pass rates for Year 2 and 3 should continue to be monitored.

There were two minor items that were discussed at the last board that will need reviewing over the next year. The first was on one or two modules that had high averages over the last two years or so and it is expected that the module leader will review this. The other is regarding a fifty credit module for the year abroad students and how this could be best moderated.

The SIMS system has now been used for a number of years but there are still a number of errors in the board reports including the calculation of some of the students' year averages. This is not acceptable and every effort must be made to ensure that next year's board reports are accurate when published. I must commend the staff in the School who have worked very hard to check and correct the reports to ensure that they are accurate.

4. Year-on-Year Comments

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

My comments in last year's report were all addressed.

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)

Over the last few years I have mentioned a number of examples of good practice including flexible no-choice examination papers, excellent design projects, personal development folders field trips etc.

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

This is my last year and I have enjoyed the last four years as external examiner at Cardiff University. It has been a pleasure to work with the academic and administrative staff in the School who have been very professional and supportive.

There has been considerable change in the last four years and it is impressive how this change has been managed. Throughout this period high standards have been maintained. In the last four years, besides that normal programme review and updates, there have been a number of changes to the university assessment regulations, a switch to no-choice written examination papers, a JBM accreditation visit and a change of Head. A further challenge has been the changing nature of the first year cohort.

After a period of considerable change there now needs a stable period to reflect and consolidate, especially with regard to the university regulations.

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?			N/A
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?	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		
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
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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