



## 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 <i>(computer simulation of building energy and environmental performance)</i>		
Academic Year / Period Covered by this Report:	2013/2014	Date of Report:	14/07/2014

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

Generally appropriate for a Masters in the field but the proportion of shared modules tends to suggest that the course is insufficiently differentiated. Students comment that it is demanding across a range of topics, but there is a definite sense that this MSc is failing not only (clearly) to attract sufficient student numbers but also to deliver an adequately specialised programme given its title and aims.

### 2. Academic Standards

Standards set are consistent with other comparable courses in the UK. The small cohort makes it difficult to apply conventional academic performance measures but there are signs that the course in its present form either fails to attract students of high calibre or recruits students from backgrounds that are not entirely appropriate.

### 3. The Assessment Process

There a good balance of assessment methods and the marking schemes are generally clear and appropriate, although perhaps there could be more emphasis on structured deliverables and requirements for specific professional standards of presentation and articulation. Marking is generally consistent and feedback is good,

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

The very small cohorts year on year indicate that the course cannot survive in its present form for much longer and of course make comparisons difficult. Inevitably it will be discouraging for the course team if it cannot attract greater numbers and more able students. However, it is noteworthy that although all the students this year reflected that they might have chosen a course more suited to their background, they nevertheless all reported a positive experience and expected that it would be of value in their future careers. The course team are to be congratulated on their achievements in this respect and clearly there is an excellent basis for a reshaped, MSc more distinctively focussed on modelling and simulation - given adequate market research.

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

N/A

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

Many instances of helpful and detailed feedback were noted.

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

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)
<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