



## EXTERNAL EXAMINER ANNUAL REPORT FORM

The completion of this Report is supported by *Annual Report Form – Guidance to External Examiners*. The Guidance and this Form are available at: <http://www.cardiff.ac.uk/regis/ifs/exex/rep/index.html>. Fee information and claim forms are available at: <http://www.cardiff.ac.uk/regis/ifs/exex/fees/index.html>.

	For completion by External Examiner:		
Name of External Examiner:	Christopher Watson		
Home Institution / Employer of External Examiner:	Wetherford Watson Mann Architects		
Programme and / or Subjects Covered by this Report:	M.Arch		
Academic Year / Period Covered by this Report:	2014-5	Date of Report:	28 Sept 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

The master's programme is organised so that RIBA part 1 and 2 can be completed over 5 years rather than 6 years which is typical in the UK. This is more in line with European architectural education, and is achieved through part of the first year course work being undertaken in parallel with a minimum 9 months in practice.

This is a relatively new programme and there is a current internal review to refine the structure of the course work carried out in parallel with the period of architectural practice to find the best balance for a course with high standards of design teaching, well grounded in practice. Based on discussions with students and teachers it seems that this review has the opportunity to further improve the course.

The possibility of design studios being taught by a pair of tutors was discussed, and encouraged.

### 2. Academic Standards

The academic standards are high.

### 3. The Assessment Process

The assessment process is very thorough. A school structure of grade descriptions are used as a basis for assessment.

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

N/A.

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

There was a thorough induction to the school and examining process, which included:

- Briefing pack
- Introductions to teachers and students
- Tour of school

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

This is a good school and has been recognised as such externally eg by architectural journalist Rowan Moore.

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

## 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?	Y		
<b>Draft Examination Question Papers</b>				
8.3	Were you asked to approve all examination papers contributing to the final award?			NA
8.4	Were the nature, spread and level of the questions appropriate?			NA
8.5	Were suitable arrangements made to consider your comments?			NA
<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?			NA
8.7	Was the general standard and consistency of marking appropriate?			NA
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?			NA
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?			NA
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?			NA
<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?			NA
<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?		N	
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?			NA
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?			NA
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			NA
8.22	Was the Composite Examining Board conducted according to its rules?			NA

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