



## EXTERNAL EXAMINER ANNUAL REPORT FORM

Guidance notes are available to support the completion of this Report and are available at <http://learning.cf.ac.uk/quality/review/external-examiners/reports/>.

	For completion by External Examiner:		
Name of External Examiner:	Ian C Ward		
Home Institution / Employer of External Examiner:	Independent Energy Consultant (Formerly at School of Architecture, University of Sheffield)		
Programme and / or Subjects Covered by this Report	M.Sc.Theory and Practice of Sustainable Design		
Academic Year / Period Covered by this Report:	2016	Date of Report:	12/06/2016

For completion by External Examiner in the spaces provided. Please extend spaces where necessary. **Please note this Form will be published online and should not make any reference to any individual students or members of staff.**

### 1. Programme Structure

This is a relative new Masters Programme focusing on very large buildings. The core modules are common with the other Masters courses in this broad area and therefore my comments relating to core issues are the same as those of the TPSD course. The structure of the programme involves the students taking a range of modules which are common to several related M.Sc. programmes followed up by elective modules. These are spread over the academic year and inevitably the assessments tend to be in the latter part of the programme. Last the students did express some concern that at times they felt overwhelmed with project deadlines and class tests. Some students felt that they were unable to give the appropriate amount of time to specific tests because of the above. The same issues were raised this year but it would be difficult to modify the programme as the students must learn the basics before they can apply their knowledge in project work.

### 2. Academic Standards

The academic standards are high and the students are encouraged to explore the broader areas within the field of study. It must be remembered that some students find the content a little simple but as the course has to cater for students with different backgrounds this is acceptable.

### **3. The Assessment Process**

All the modules were assessed by either class tests or project work. Part-time and distance learning students were given the same class tests as full time students. This method of assessment is appropriate for this type of course. The assessment process was set against the learning objectives of the various modules and they reflect this.

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

As I was not able to attend the meeting, I consulted with the other external examiner and asked him to explore some issues I had. I have seen a copy of his report and my questions have been answered. Also the students work was sent to in plenty of time for me to read and make assessments. I wrote a report which was sent to the Department in time for the exam board meeting. My overall comments are that the course content, assessment procedures and marks were satisfactory and the standards set last year have been maintained.

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

N/A.

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

There are a range of related Masters Programmes being offered by the Department and the students from each one (core modules) which offers the opportunity for interaction between the students. This may just be at a personal level but can be academically informative. One aspect common to all Masters Courses in this Department is the opportunity for the students to reflect on their learning/ understanding of the subjects being taught. This is done formally through an essay and the keeping of a log book. Visiting buildings where there are significant environmental issues taken is also very important and it certainly stimulates students.

### **7. Comments on the Examination of Master's Dissertations (External Examiners for postgraduate Master's Programmes only, see also 9.23-9.29 below)**

I was sent copies of the dissertations in plenty of time for me to examine them. However not being able to attend the exam board meeting I was unable to ask the tutors how they were marked

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

N/A.

## 9. Annual Report Checklist

Please include appropriate comments within Sections 1-8 above for any answer of 'No'.

		Yes (Y)	No (N)	N/A (N/A)
<b>Programme/Course Information</b>				
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?		N	
<b>Draft Examination Question Papers</b>				
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		
<b>Marking Examination Scripts</b>				
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		
<b>Coursework and Practical Assessments</b>				
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		
<b>Clinical Examinations (if applicable)</b>				
9.15	Were satisfactory arrangements made for the conduct of clinical assessments?			N/A
<b>Sampling of Work</b>				
9.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
<b>Examining Board Meeting</b>				
9.17	Were you able to attend the Examining Board meeting?		N	
9.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?			

		Yes (Y)	No (N)	N/A (N/A)
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?			
<b>Joint Examining Board Meeting (if applicable)</b>				
9.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?		<b>N</b>	
9.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			
9.22	Was the Composite Examining Board conducted according to its rules?			
<b>Examination of Master's Dissertations (if applicable)</b>				
9.23	Did you receive a sufficient number of Dissertations to be able to assess whether the internal marking and classifications were appropriate and consistent?	<b>Y</b>		
9.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?	<b>Y</b>		
9.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?	<b>Y</b>		
9.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?		<b>N</b>	
9.27	If so, was the Examining Board conducted properly and in accordance with established procedures?			
9.28	Were the schemes for marking and classification correctly applied?	<b>Y</b>		
9.29	Were the standards of the awards recommended appropriate?	<b>Y</b>		

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:

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

#### **SAMPLING OF TAUGHT MASTER'S DISSERTATIONS BY EXTERNAL EXAMINERS**

External Examiners shall be expected to see prescribed numbers and ranges of Dissertations, but not to mark them, on the following basis:

At least 10% of Dissertations for a postgraduate taught Master's Programme, or a minimum of 10 (whichever is the higher figure) must be seen by the External Examiner(s). Where the total number is less than 10, all Dissertations must be seen by the External Examiner(s) #.

Dissertations seen by External Examiners should include examples from across the whole range of achievement (i.e. Pass with Distinction, Pass, Fail).

External Examiners will retain the right to see other Dissertations at random.

- # Where more than one External Examiner is appointed on a Programme, at least 10% of Dissertations, or a minimum of 10 (whichever is the higher figure), should be seen collectively by the External Examiners.