

Guidance notes are available to support the completion of this Report via the Cardiff University Intranet [here](#) and from ExternalExaminers@cardiff.ac.uk.

Cardiff University

McKenzie House
30-36 Newport Road
Cardiff CF24 0DE
Wales UK

Tel please see below
Fax +44(0)29 2087 4130

www.cardiff.ac.uk

Prifysgol Caerdydd

Tŷ McKenzie
30-36 Heol Casnewydd
Caerdydd CF24 0DE
Cymru Y Deyrnas Unedig

Ffôn gweler isod
Ffacs +44(0)29 2087 4130

www.caerdydd.ac.uk

	For completion by External Examiner:		
Name of External Examiner:	Dr Aylin Orbasli		
Home Institution / Employer of External Examiner:	Oxford Brookes University		
Programme and / or Modules Covered by this Report	MSc Sustainable Building Conservation		
Academic Year / Period Covered by this Report:	2017-2018	Date of Report:	13 Dec 2018

Please complete all information in the spaces provided and submit within **six weeks** of the Examining Board.

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 General Data Protection Regulation (2018).

Please extend spaces where necessary.

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

The programme is well structured. The sequence of modules, intercepted with field studies, enables students to gain an understanding of the conservation process and the theories underpinning it. A module focusing specifically on the building environment in historic buildings makes this programme stand out from other conservation programmes.

The programme material provided to students is clear, and the course material I sampled demonstrates a range of rich and engaged lectures, visits and workshops. Within the taught component of the programme I found the different formats for the assignments (essay, condition report, conservation plan) were a useful way to help impart transferable skills in producing different types of documents commonly used in practice and research.

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

The level of attainment required in assignments, the requirements and the grading structures are equivalent to similar programmes in the UK. The standard of work on the written assignments was comparable to other equivalent programmes. I appreciate the cohort is a small one, but a general fall in the quality of work

(compared to the assignments) and a level of failure on the dissertation raises some concerns and this might be an area where more structured support could be offered to the students.

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

The assessment process is fair and comparable in standard to other similar programmes. The assignment requirements are clearly stated and linked to the learning outcomes of the module and the programme as a whole.

4. Examination of Master's Dissertations (sample of dissertations received, appropriateness of marking schemes, standard of internal marking, classification of awards)

I received all the dissertations and selected the ones to review, including all the fails. The marking scheme and levels were equivalent to those on other similar programmes. On one dissertation work, the difference between the two assessors' marks were notable, and from an examiner point of view some more information on the moderation process through which the final mark was reached would have been useful.

I found the feedback sheets for the dissertation a little confusing, with the assessor comments placed in various boxes. Particularly for students who haven't done well, some more constructive feedback placed in one 'box' could be useful.

5. Year-on-Year Comments

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

I have reviewed the previous examiner's comments and confirm that any issues raised have been addressed.

6. Preparation for the role of External Examiner (for new External Examiners only) (appropriateness of briefing provided by the programme team and supporting information, visits to School, ability to meet with students, arrangements for accessing work to review)

Sufficient briefing and information was provided.

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

A good mix of theory and practical application is evident in the taught modules.

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

n/a

9. 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				
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/A
Commenting on draft examination question papers				
9.3	Were you asked to approve all examination papers contributing to the final award?			N/A
9.4	Were the nature, spread and level of the questions appropriate?			N/A
9.5	Were suitable arrangements made to consider your comments?			N/A
Examination scripts				
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?			N/A
9.7	Was the general standard and consistency of marking appropriate?			N/A
9.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?			N/A
9.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?			N/A
9.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?			N/A
Coursework and practical assessments				
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		
Clinical examinations (if applicable)				
9.15	Were satisfactory arrangements made for the conduct of clinical assessments?			N/A
Sampling of work				
9.16	Were you afforded sufficient time to consider samples of assessed work?	Y		

Examining board meeting				
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?			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?		N*	
Joint examining board meeting (if applicable)				
9.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?			N/A
9.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			N/A
9.22	Was the Composite Examining Board conducted according to its rules?			N/A

* I was unable to attend the meeting due to unexpected personal circumstances.

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:

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