

## 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:	John Edmonds		
Home Institution / Employer of External Examiner:	University of Nottingham		
Programme and / or Subjects Covered by this Report	Architecture: Professional Studies (MA/PGDip)		
Academic Year / Period Covered by this Report:	2015-16	Date of Report:	06.01.2016

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

The course programme, validated by RIBA and prescribed by ARB, enables exemption from the Part 3 entry requirements to the UK Architects Register. Candidates will be employed full-time within architectural practices, and enabled to attend regular recall sessions and written examinations at the Welsh School of Architecture (WSA) within Cardiff University. In addition, the course director visits all candidates at their respective workplaces to monitor progress and professional experience. Final oral examinations are conducted at the University following submission of a case study, personal evaluation and PEDRs. This enables the candidates to develop their individual professional experience, mentored by both the workplace employer and validated by the course director, to meet the ARB/RIBA Part 3 criteria in conjunction with a clear, robust and structured learning programme.

### 2. Academic Standards

The Part 3 course programme at WSA accords with the established UK standards and thresholds for the architectural profession, as set out in the ARB/RIBA Part 3 criteria, and has been successfully revalidated by RIBA in 2016 for a further five years. The academic attainment levels are high, with particularly good feedback from candidates.

The course programme and outcomes compares very favourably with the other UK schools of architecture that I have recently experienced as a professional or external examiner at Westminster, Leeds, Lincoln, UWE, Portsmouth, ARCEX (Belfast) and Nottingham.

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

Throughout the course programme there are a series of class tests to enable candidates to individually respond to scenario questions relating to the ARB/RIBA criteria. These tests are marked and moderated internally.

The individual candidate portfolios, including class tests, written assignments and PEDRs which were available for my inspection, provided a logical and progressive sequence for final assessment at oral by the professional examiners, which I was also able to oversee.

The achievements of each candidate and progression throughout the programme appeared to have been regularly monitored in accordance with the learning outcomes and Cardiff University's policies and regulations.

There seems to be a consistent balance with the assessments and adherence to the marking schemes with the range of award classifications.

Although I was unable to attend the final examination board, arrangements were made for contact by telephone. However, I did attend the interim boards on the days of the oral examinations to review the moderated marks for each candidate together with the course team and professional examiners.

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

During the year, I have been regularly consulted on the class test scenarios and questions, together with the opportunity to attend the oral examinations and exam boards.

In addition, I have also been able to discuss the course progression with some of the candidates, who have been very positive about the structure of the programme and the support given by the course team and director.

This year the course has also been unconditionally revalidated by the RIBA for a further five years, which recognises the consistency and high standards achieved by this programme.

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

N/A

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

The programme relates to practice-based learning, enabling candidates to develop professional experience within an architects practice as part of a structured and monitored framework, which is monitored and supported by lectures and workshops at regular recall sessions at the WSA.

Particularly good practice at Cardiff has been the consistent undertaking of office visits by the course director to develop a positive engagement with the practice mentors in support of the candidates. I also note the high proportion of WSA students returning for Part 3 after successful completion of Parts 1 & 2 at Cardiff.

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

N/A

### **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?	Y		
<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?			
<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>				

		Yes (Y)	No (N)	N/A (N/A)
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?	Y		
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?	Y		
<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?			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
<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?			N/A
9.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?			N/A
9.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?			N/A
9.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?			N/A
9.27	If so, was the Examining Board conducted properly and in accordance with established procedures?			N/A
9.28	Were the schemes for marking and classification correctly applied?			N/A
9.29	Were the standards of the awards recommended appropriate?			N/A

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.