



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:	CJ Lim		
Home Institution / Employer of External Examiner:	The Bartlett, University College London (UCL)		
Programme and / or Subjects Covered by this Report:	BSc Architecture RIBA Part 1		
Academic Year / Period Covered by this Report:	2013 - 2014	Date of Report:	8 July 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

The course is well organised, and the unit system is a good teaching and learning framework for the school.

2. Academic Standards

The academic standards set by the University are appropriate. The academic achievements demonstrated by the students against the national standards at the same level are solid. Portfolios at the top end are enjoyable, while the lower passes are uninspired.

3. The Assessment Process

The external examining process of “sampling” was not satisfactory – there was no opportunity to moderate marks of the internal examination panel, even when external examiners strongly disagreed with the internal marking. The “sampling” method does not allow all students to personally demonstrate their learning outcomes and achievements – only the selected few have the privilege and opportunity.

4. Year-on-Year Comments

The (Issues of Contemporary Architecture) written work, in general, is an issue of concern. The subject matter of the written works was not focused and lacks critical thinking – it would be particularly helpful for the weaker students to have a narrower scope.

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

I did not attend Induction Day

6. Noteworthy Practice and Enhancement

In future, I would like to see the following:

- A more holistic integration of design, history & theory and technology in the BSc RIBA Part 1 course. This will improve the level of critical thinking.
- For the design work, a stronger synthesis of context and programme would strengthen the projects, and questions the appropriateness of design briefs.
- Finesses in spatial planning. Greater importance should be placed in design development through plans and sections, as well as physical models.
- Discriminate use of renders and photoshop images.

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)
Programme/Course Information				
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/A
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?		N	
8.4	Were the nature, spread and level of the questions appropriate?	Y		
8.5	Were suitable arrangements made to consider your comments?	Y		
Marking Examination Scripts				
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?	Y		
8.7	Was the general standard and consistency of marking appropriate?	Y		
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	Y		
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	Y		
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?		N	
Coursework and Practical Assessments				
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?			N/A
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
Examining Board Meeting				

		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		
Joint Examining Board Meeting (if applicable)				
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

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