



## EXTERNAL EXAMINER ANNUAL REPORT FORM

Guidance notes are available to support the completion of this Report and is 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 including any dissertation stage reports	Architecture: Professional Studies (MA/PGDip)		
Academic Year / Period Covered by this Report:	2014/15	Date of Report:	04.02.2016

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 well-established programme provides exemption from the entry requirements of the Architects Registration Board (ARB). The structure allows for candidates to be employed full-time within architectural practices in conjunction with recall sessions and written examinations at Cardiff University. The Course Director also visits candidates at their respective workplaces to monitor progress and experience.

Final submissions, written and oral examinations are conducted at the University. 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 Course programme and content clearly accords with the established UK standards and thresholds for the architectural profession, as set out in the ARB/RIBA Part 3 criteria. The academic attainment levels compare favourably with the other UK schools of architecture that I have recently experienced as a professional or external examiner at Westminster, Leeds, Lincoln, UWE and Nottingham.

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

The individual portfolios of assignments available for inspection provided a logical and progressive sequence of submissions for assessment. The achievements of each candidate and progression throughout the programme appeared to have been regularly monitored in accordance with the learning outcomes and the University's policies and regulations.

There seems to be a good balance of the assessments between the modules, with consistent adherence to the marking schemes and the range of award classifications offered.

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

Following the complete programme throughout the year, together with attendance at final interviews, talking with candidates both before and after their orals for their feedback on the course, has confirmed my positive opinion of this programme.

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

N/A.

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

This particular professionally-validated programme relates to practice-based learning, enabling candidates to develop professional experience within an architects practice as part of a structured and monitored framework.

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.

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

N/A.

## 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?		N	
<b>Draft Examination Question Papers</b>				
8.3	Were you asked to approve all examination papers contributing to the final award?	Y		
8.4	Were the nature, spread and level of the questions appropriate?	Y		
8.5	Were suitable arrangements made to consider your comments?	Y		
<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?	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?	Y		
<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?			N/A
<b>Sampling of Work</b>				
8.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
<b>Examining Board Meeting</b>				

		<b>Yes (Y)</b>	<b>No (N)</b>	<b>N/A (N/A)</b>
8.17	Were you able to attend the Examining Board meeting?	<b>Y</b>		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	<b>Y</b>		
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?	<b>Y</b>		
<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?			<b>N/A</b>
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			<b>N/A</b>
8.22	Was the Composite Examining Board conducted according to its rules?			<b>N/A</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 & Academic Services, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE