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Sent by email to David.short@nottingham.ac.uk

13 February 2019

Dear Mr Short,

Re: Institutional Response: External Examiner Annual Report 2017/18

I am writing further to the receipt of your report for the BSc in Architectural Studies.

Your report has been considered by the School and is the basis of this Institutional Response on behalf of the Vice-Chancellor. The School will also use its contents to help inform their [Annual Review and Enhancement](#) process and where appropriate, [Periodic Review](#).

Issues highlighted in your report:

1. **Programme Structure:** review of the programme to ensure the delivery meets the expectations at the end of year 3.
2. **Academic Standards:** There is scope for the quality of the work at the top end of studio project work to be strengthened both in terms of the quality and number of students attaining good studio outcomes.
3. **The Assessment Process:** the contribution of the final year long studio module with the final interview of the student in front of an external and internal assessor.
4. **Year-on-Year Comments:** Previous year on year comments have been delayed by the University frameworks and timescales.
5. **Preparation for the role of External Examiner:** Timely receipt of information for External Examiner arrangements

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Response provided by the School:

1. In 2018-19 we have started a comprehensive review of our Research and scholarship groups, UG and PGT curriculum. At UG we are reviewing the BSc and MArch to ensure delivery meets expectations across all modules and years.
2. We continue to aim to improve both the bottom, mid and top end standards of students studio work.
3. External examiners have the opportunity to see and examine the entire work of every student. External examiners are invited to sample the oral examination process. The assessment is based on the learning outcomes, which are applied to what the student presents at the examination.
4. We aim to respond quickly to external examiner comments within the Welsh School of Architecture, and we will work with the University Registry to address concerns.
5. We welcome this feedback and will improve the organisation of the external examiners visits by sending out schedules and course material earlier. The absence of the third examiner on the first day was due to unforeseen circumstances beyond our control and we appreciate efforts of the remaining two External Examiners in sustaining the integrity of the process.

The University is pleased to note your positive comments including:

1. Your positive indications regarding the programme structure, academic standards and assessment process;
2. Your comments regarding the Practice and Management module which is an extremely well structured, well delivered and appropriately assessed module;
3. The commitment of tutors engaged in delivering all modules.

We hope that you will find this response satisfactory and thank you for your continued support of the programme.

In order to meet the expectations of the [QAA Quality Code](#), both the External Examiner Annual Report and this Institutional Response will be published on the University's [Public Information website](#) and will be available to all students and staff.

We are most grateful for your comments and for your support in this matter.

Yours sincerely,

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