

The Nomination and Appointment Mechanism
of
Internal and External Examiners

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Annexure A Rights and Responsibilities of External Examiners

Progress:

- Second submission with amendments to the first submission 07/07/2020
[Amendments are underlined]

1. The Nomination and Consideration of Internal and External Examiners Procedures

- 1.1 All internal and external examiners proposed for appointment to University course units/modules/programmes will require the formal approval of Senate. Until such approval is obtained a proposed Examiner must not undertake any examining duties for the University.
- 1.2 Deans of Faculties/Heads of Departments/Programme Leaders/Programme Directors will be responsible for submitting recommendations/nominations of proposed internal and external examiners to the senate. In making such nominations they will be required to take account of the criteria specified in sections 1.6 to 1.7 below.
- 1.3 The Senate will scrutinize and consider all internal and external examiner nominations.
- 1.4 Nominations of internal examiners for approved university programmes and for the nominations of replacement examiners for those examiners who are not available due to some reasons or whose terms of office are due to expire, should be made as soon as possible in the semester prior to examinations/assessments with which the proposed examiner is to be involved.
- 1.5 Internal examiners will normally be approved for each semester and external examiners will normally be approved for three to five calendar years depending on the duration of a particular degree program. In certain exceptional circumstances (i.e. Unavoidable delays) appointments may be extended for a further 12 months upon consideration by the Senate.

Criteria for Appointment

- 1.6 In approving the appointment of internal and external examiners, Senate will be seeking to ensure that they are competent and impartial to ensure that students are fairly assessed.

Appointment of internal examiners: Person Specification

Proposers of internal examiner nominations should ensure that there is appropriate evidence of the following:

- 1.7 The nominee should possess relevant academic and/or professional qualifications (i.e. knowledge, understanding, competence and experience) in the field/s covered by the programme of study for the maintenance of academic standards, assurance and enhancement of quality. Internal examiners may include setters, moderators, first and second examiners.

Appointment of course unit/module/subject discipline external examiners: Person Specification

Proposers of external examiner nominations should ensure that there is appropriate evidence of the following:

- 1.8. Competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures.
- 1.9. Familiarity with the standard to be expected of students to achieve the award that is to be assessed.
- 1.10. Awareness of current developments in the design and delivery of relevant curricula.
- 1.11. Current and recent active involvement in research / scholarly / professional activities in the field of study concerned.
- 1.12. Possess a qualification equal to or above which the assessment, or examination is conducted.

Appointment of Awards Board External examiners and Person Specification

Appointment

- 1.13. It shall be the responsibility of the head of the appropriate organizational unit (e.g. faculty or department) in the University to declare at least one Awards Board External Examiner for each Awards Board to which there is allocated more than one module and/or programme.
- 1.14. There may be circumstances in which there is more than one such appointment to a particular Board in the case of a Board which is responsible for large and/or complex provision, particularly where collaborative delivery is involved (i.e. In Faculty of Medical)

Person specification

- 1.15. In addition to the normal criteria for the approval of an External Examiner, the nominee will normally possess prior experience of external examining (typically at least one completed appointment of an appropriate kind)

Conflicts of Interest

Proposers of External Examiner nominations should however bear in mind that anyone in the following categories or circumstances would not normally be approved

- 1.16. A member of a governing body of the appointing institution
- 1.17. Any one with a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study
- 1.18. Anyone significantly involved in recent or current substantial collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme(s)/course unit(s) /module(s) in question
- 1.19. The appointment of more than one external examiner from the same department of an institution
- 1.20. An external member of a related programme approval / review panel, external adviser for the programme etc.

2 Notification of Approval and Conditions of Appointment of external examiners

Notification of Approval

- 2.1. Once external examiner nominations have been formally approved by Senate, Vice-Chancellor will be responsible for notifying individual Examiners of their periods of approval and their terms of appointment.

Conditions of Appointment

- 2.2 The letter of appointment and conditions of appointment will embody the following
 - i. External Examiners will be expected to report formally to the University's Senate via the Vice Chancellor
 - ii. All fees and expenses claims
 - iii. Fulfillment of Conditions of Appointment

- All External Examiners will be expected to monitoring the standards of student achievement on the Programme for which they are responsible and sampling of student work, attendance at assessment boards and the production of a report for the University on the performance of students and the overall standard of the Programme;
- Assessment of examination methods and grading methods.

Rights and Responsibilities of External Examiners/Awards Board External Examiners

2.3 The rights and responsibilities of Course unit/Module/Programme External Examiners and Awards Board External Examiners are described in the Academic Quality Enhancement Framework of Wayamba University of Sri Lanka (See Annexure A).

2.4 Awards Board External Examiners are asked to report, from their particular perspective, on the following:

Judging whether the University is maintaining the threshold academic standards set for its awards in accordance with the SLQF and applicable subject benchmark statements and the relevant programme specifications.

2.5 Course unit/Module/Programme External Examiner's and Awards Board External Examiner's reports should necessarily contain the followings.

- Assessment of staff quality including qualifications and industrial exposure. Also to assess loading of each staff in teaching, research, consultancy and supervision of student projects.
- Assessment on Staff - student ratio. If not sufficient, the corrective action to be taken by the University to correct as noted.
- Assessment on the process of preparation of question papers i.e. Procedures for setting, vetting, quality assurance, confidentiality and security.
- Assessment on the question papers and marking schemes set for the last two semesters of the course the standard of questions, coverage of syllabus, adequate balance between theory and application, questions set are of equal level, adequate choice of questions, appropriateness of marking scheme.

- (v) Assessment on the marked answer script from a sample good, average and weak candidates
- (vi) Assessment of the fairness / disparity of marking, whether follow through method is adopted where one section of the answer is incorrect, the response of the candidates to the questions, the distribution of marks.
- (vii) Assessment on coursework, laboratory work, assignment design projects and final year projects.
- (viii) Assessment on examination regulations available.

3. Responsibilities of Deans/Heads of Departments or programmes leaders with respect to External Examiners

3.1 Deans/Heads of Departments or programmes leaders will be required to brief External Examiners on the nature of the programme, examination and assessment arrangements and regulations together with the procedures for ensuring full involvement of the External Examiner in the examination and assessment process.

3.2 Follow-up of External Examiners reports internally.

3.3 Feedback to External Examiner.

4. Circulation of External Examiners/ Awards Board External Examiners Reports

Reports are received in the Senate via Vice-Chancellor and it should be made available as follows:

- Dean/s of Faculty/s
- Head/s of Department/s, Directors or Programme Leaders
- Other University post holders, as necessary (the Chairman / ADPSEC etc).

Annexure A: Rights and Responsibilities of External Examiners

4.4. In order to achieve these purposes, External Examiners need to be able to:

- Participate in assessment procedures; and
- Comment and give advice on assessment procedures and standards and jointly agree, as members of the Board of Examiners, the detailed assessment, award and final degree results.

4.5. The University operates a two-tier assessment board structure and therefore appoints external examiners at course unit/course module or subject discipline and award level.

4.5.1. Course Unit/Module or Subject discipline external examiner responsibilities

Course Unit/Module or Subject discipline external examiners are responsible for confirming academic standards at unit/module level on the basis of a sample of student work and should be confident that:

- the marking carried out by internal examiners is accurate, consistent and fair to students;
- assessment is conducted in accordance with the regulations of the University and any requirements of professional and statutory bodies;
- students are fairly placed in relation to the rest of the cohort;
- assessment will enable students to demonstrate the achievement of the unit learning outcomes;
- assessments are set at an appropriate level; and
- board decisions are reached in accordance with University policy.

4.5.2. Award external examiner responsibilities

Award external examiners are responsible for confirming the standards of the University's awards on the basis of attending progression and award boards and should be confident that:

- Board Decisions Are Reached In Accordance With University Policies; And
- Students are considered equitably and objectively

The operational procedure of appointing external examiners, termination of appointments, reporting and reflection

Annexure A: Rights and Responsibilities of External Examiners

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45. The University operates a two-tier assessment board structure and therefore appoints external examiners at course/unit/course module or subject discipline and award level.

4.5.1. Course/Unit/Module or Subject discipline external examiner responsibilities

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The operational procedure of appointing external examiners, termination of appointments, reporting and refutation