The Nomination and Appointment Mechanism

of

Internal and External Examiners

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**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. All internal and external examiners proposed for appointment of 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.
  2. Deans of Faculties/ Heads of Departments/ programme Leaders or 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 1.20 below.
  3. The Senate will scrutinize and consider all internal and external examiner nominations.
  4. Nominations of internal examiners for approved university programmes and for the nominations of replacement of 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.
  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 up on consideration by the Senate.)

**Criteria for Appointments**

* 1. 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. 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/ modules/ subject discipline external examiners: Person Specification.**

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

* 1. Competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures.
  2. Familiarity with the standard to be expected of students to achieve the award that is to be assessed.
  3. Awareness of current developments in the design and delivery of relevant curricula.
  4. Current and recent active involvement in research/ scholarly/ professional activities in the field of study concerned.
  5. 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. 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 Examiners for each Awards Board to which there is allocated more than one module and/or programme.
  2. 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. In addition to the normal criteria for the approval of an External Examiner the nominate 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. A member of a governing body of the appointing institution.
  2. Anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study.
  3. Anyone significantly involved in recent or current substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme(s)/ course units(s)/ modules(s) in question.
  4. The appointment of more than one external examiner from the same department of an institution.
  5. An external member of a related programme approval/ review panel, external adviser for the programme etc.

1. **Notification of Approval and Conditions of Appointment of external examiners**

**Notification of Approval**

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**

1. The letter of appointment and conditions of appointment will embody the following.
2. External Examiners will be expected to report formally to the University’s Senate via the Vice Chancellor.
3. All fees and expenses claims
4. 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.**

1. The rights and responsibilitie**s** 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 Annex A)
2. 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.

1. Course Unit/ Module/Programme External Examiner’s and Awards Boards External Examiner’s reports should necessarily contain the followings.
2. 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.
3. Assessment on Staff-student ratio. If not sufficient, the connective action to be taken by the University to correct as noted.
4. Assessments: on the process of preparation of question papers i.e Procedures for setting, vetting, quality assurance confidentiaty and security.
5. 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, approproateness of marking acheme.
6. Assessment on the marked answer script from a sample of good, average and weal candidates.
7. Assessment of the fairness/ disparity of making whether follow through method is adopted where one section of the answer is incorrect, the response if the candidates to the questions, the distribution of marks.
8. Assessment on coursework laboratory work, assignments, design projects and final year projects.
9. Assessments on examination regulations available.
10. **Responsibilities of Deans/ Heads of Departments or programmes leaders with respects 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.

* 1. Feedback to External Examiner.

1. **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 Director or Programme leaders
* Other University post-holders as necessary (i.e Chairman/ ADPSEC etc)

**Annexure A: Rights and Responsibilities of External Examiners**

* 1. 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 result.
  1. 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.
     1. Course Unit/Module or Subject discipline external exam responsibilities.

Course Unit/ Module or Subject discipline external examiners are responsible for confining 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 in 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.
  + 1. 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 should be confident that:

* Board decision Are Reached In Accordance With University Policies; And
* Students are considered equitably objectively.

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

**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 result.

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

* + 1. Course Unit/Module or subject discipline external exam responsibilities.

Course Unit/ Module or subject discipline external examiners are responsibilities for confining academic standards at unit/ module level on the basis of a sample of student work and should be confident that.

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* Assessment is conducted in accordance with the regulations the university and any requirements of professional and stamtory bodies
* Students are fairly placed in relation to the rest of the cohort
* Assessment will enable students in 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.
  + 1. 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 should be confident that:

* Board decision are reached in Accordance with University Policies and
* Students are considered equitably objectively.

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