



Sabaragamuwa University of Sri Lanka

Policy Title – Policy on Nomination and Appointments of External examiners/ Second Examiners

Policy Number – Policy / SUSL / Stu Ass / 03

Senate Approved Date – 14.09.2021

Council Approved Date -25.10.2021

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Revised Dates – NA

Approving Authority – The Council, Sabaragamuwa University of Sri Lanka

Administrative Responsibility – Senate

Overview

Assessment is one of the main key determinant of a quality graduate produced by any institution. Among the several criteria used in student assessment, examinations play a vital part in assessing the skills and knowledge of the students. Hence it is important to have broadly accepted best methods in assessment in maintaining the academic quality for catering the national and international demand creating a quality graduate. In this aspect, the external examiners / second examiners provide impartial, independent and expert contribution in enhancing the graduate quality, maintaining consistency across institutions as accepted at national and international standards.

Purpose

As external examiners / second examiners are important contributors for assessments in guaranteeing the standard of the degrees award by SUSL, this policy address the facts ensuring a transparent, consistent and effective evaluation. To accomplish the vision of the university i.e to be an internationally acclaimed center of excellence in higher learning, it is crucial to produce skillful graduates to the country through an effective evaluation system.

Scope

The scope of the policy is to set out a framework of institutional practices for nominating and appointing second examiners / external examiners, defining their roles, responsibilities and requirements in order to evaluate the taught programmes at undergraduate and postgraduate level, and of postgraduate research dissertations of university students of Sabaragamuwa University of Sri Lanka.

Legislative context: This policy shall apply to external Examiners / second examiners who are engaged in all academic programmes at all the faculties (including Faculty of Graduate studies and the Centre for Open and Distance Learning / CODL)

Definitions

SUSL – Sabaragamuwa University of Sri Lanka

CODL - Centre for Open and Distance Learning

BOS- Board of Study

MC- Management Committee

SOP – Standard Operating Procedures

Policy Statement

Second examiner /external examiners should be the expert (specialist) in the relevant fields with qualifications and experience. Also they are the independent individuals of the field of the specific study or subject area. They assess the academic programme with reliable and valid assessment practices. This policy for SUSL covers all the aspects of examination process.

This Policy applies to undergraduate, taught postgraduate and post graduate research programmes and also for the evaluation of courses conducted by CODL.

This policy focus on following aspects,

- A. Criteria for appointing external / second examiners**
 - B. Process of appointing external / second examiners**
 - C. Exemptions to appoint external / Second examiners**
 - D. Role and Responsibilities of external / second examiners**
 - E. Reports of external / second examiners**
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- A. Criteria for appointing external / second examiners**

1. In order to evaluate the students, external / second examiner should be an expert (local or foreign) in the field of relevant subject and should have enough experience in the target subject area or done significant research in the field of concern.
2. The qualifications (academic) of the external / second examiner should be above the level being evaluated.
3. External / second examiner have the credibility to maintain the reliability of the examinations.
4. External / second examiner should have idea on the standards which are expected from the students and also they should show the competence in the process.
5. External / second examiner should arrive at independent and impartial decisions on student evaluation.
6. External / second examiner should not have any conflict of interest with the assessment party involved and the head of the department should confirm that there is not conflict of interest associate with the selected appointment.
7. External/ Second examiner should be an independent one having no relationship with the students, even having a joint publication in case of post graduate studies.
8. If there is a requirement of assessing several skills or specialized skill (may be in case of post graduate research thesis, etc), it is possible to appoint person or persons with different skills with substantial research components.

**If there is a necessity of appointing third examiners, appointing process should compliance with 1-8*

B. Process of appointing external / second examiners

1. External examiner / second Examiners are nominated and get the approval from the senate one month prior to the examination.
2. Nomination of the second examiner/ external examiner can be decided by the head of the department/ program coordinators based on the discussion made at department meeting /BOS. It is required to get the curriculum vitae of the suggested evaluators in order to decide on the suitability of the particular individual for the said target.
3. The external examiner / Second examiner is nominated from the department to the faculty board / coordinators to the board of studies (CODL and FGS) in semester basis or yearly basis depend on the decision made by the faculty board / Management committee (CODL)

4. Names of the external examiner / second examiner can be suggested to the faculty board / MC by the relevant department/ BOS, followed by the approval from the Senate.
5. The selected and approved names of the examiners should be communicated to the examination Registrar for issuing the appointment letters.
6. Appointment should carry with the TOR (terms of reference), reporting format and also it is necessary to inform on the payment procedures for the examination task.
7. Appointment letter should be sent to the examiner and upon acceptance of the appointment, external examiner should sign a declaration form / contract.
8. The declaration form or the contract should have a statement for maintaining the confidentiality of the examination.
9. Not only the currently employed individuals (academic or professionals), but also it is possible to have retired experts as the external or second examiners with a valid justification of their suitability.
10. It is also possible to have external / second examiners from other departments or other faculties of the same institution (SUSL) or other Universities if they are expert in the relevant field of study or the subject.
11. Following the completion of the examination process it is necessary to report to the examination registrar.
12. The External Examiner/ second examiner does not have right to claim for any benefits from the University except the payments for the examination and reimbursement of travel.

C. Exemptions to appoint external examiners / Second examiners

External examiners / second examiners will not be appointed if any of the following apply.

1. They have a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study;
2. They are 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) or units in question;

3. The succession of an external examiner / second examiner from an institution by a colleague from the same department in the same institution

D. Role and Responsibilities of external examiners / second examiners - Programmes at Undergraduate and Postgraduate Level:

1. Prime duty of the external / second examiner is to ensure that the university (SUSL) is compliance with the right evaluation method maintaining the academic quality (i.e evaluate whether the academic standards are being maintained, whether the assessments are in line with the intended learning outcomes).
2. External examiner / Second examiners should take part in the process of moderation of question papers according to the guidelines available in the University.
3. External / second examiner should ensure that the examination regulations are followed and the students should be treated equally and fairly without any discriminations (adhere to the policy on non-discrimination and equality –SUSL).
4. Assessments should be carried out properly as set out in the handbook of undergraduate or post graduate students.
5. Should submit external examiner or second examiner report to the Dean through relevant head of the department / to the Director CODL through program coordinators / to the Dean FGS through programme coordinators.
6. It is important duty of the external / second examiner to declare that there is no conflict of interest.
7. It is necessary to maintain the confidentiality and make sure that the marking, grading are in agreement with the university / faculty / CODL policies and regulations.
8. For a viva voce evaluation, the evaluation criteria should be in line with the university accepted level and for such evaluations there should be more than one member. Marks given by all the examiners in this assessment will be averaged.
9. Evaluation of practical should be done to determine whether the standards, SOPs are maintained and should see whether it is in line with the guidelines given by the faculty / department / CODL.

10. Evaluation of post graduate thesis or research work should be done in line with the guideline/ format given by the Faculty of Graduate Studies/ Board of Studies, SUSL.
11. Termination of the appointment of external examiners / second examiners can be done in occasions such as change in academic position, potential conflicts of interest, failure in maintaining the confidentiality, unprofessional or behavioral actions, failure to meet the professional standards and practices, Vacation of post. Termination can be done by the decisions arrived at the Faculty Board /MC upon a request made by the Department / BOS/ and with the approval of Senate.

Responsibility: Senate

Promulgation:

- i. This policy will be circulated as a printed document among all the faculties/CODL, examination branch and will be available in faculty websites
- ii. Will appear in the QA (Quality Assurance) section of the university Website
- iii. Will appear in the University Web site
- iv. Will be available in the centers and in administrative entities

Implementation:

This policy will be implemented by faculties, CODL and the examination division of SUSL.

This policy is prepared by a committee appointed by the Senate Standing on Quality Assurance, SUSL (29th SSC-QA meeting, held on May 2021).

Composition of the committee

Mr. D. Jasinghe (Chairman)

Prof. H.A.D. Ruwandeepika

Dr. Amal Wageesha

Mr. W.M.K. Upuldeniya

Ms. P.G.I. Dias (Secretary)

**Centre for Quality Assurance,
Sabaragamuwa University of Sri Lanka**

June 2021.

******This policy has been approved at the 255th Senate held in September and 277th Council**

Annex 1

Nomination for External / second examiner

Name of the nominee	
Current position	
Qualifications (academic, professional, research)	
Area of specialization	
Contact address, phone number	
E mail address	
Date of nomination & the department	
Date & Signature - Head of the Department / Programme coordinator	

*If the second / external examiner is from outside, please attach a Curriculum Vitae of the examiner as a separate document.

Annex 2

External Examiner / Second examiner acceptance form

Name	
Current position	
Work address	
Home address	
Address for correspondence	
Phone number	
Email and fax	
Acceptance / refusal of the appointment	

I hereby declare that I am willing to serve as the external examiner / second examiner in the faculty of For the period of in accordance with the rules and regulations of SUSL. Further I state that there is not conflict of interest and also confidentiality will be maintained.

Signature :

Date :

Please return this form to the examination Registrar, SUSL

Formats given in the Annexes 3 and 4 were approved at the 243 and 246th Senates

Annex 3

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Report for Moderation of Examination Papers

Faculty:

Department:

Degree Program:

Examination/Year & Month:

Course Code and Title:

No	Item	YES	NO	(Specify any remarks and/or comments/suggestions)
1.	Is the examination paper set to meet the expected academic quality & standards and whether it is line with the Faculty Board/Senate approved format?			
2.	Is the time allowed for the examination as same as what is stated in the course synopsis?			
3.	Do the questions reflect and aligned with the Intended Learning Outcomes and Program Objectives adequately?			
4.	Are the questions of an expected standard to the level being assessed?			
5.	Are the questions clear and unambiguous and properly worded?			
6.	Are the instructions on the front page clear and adequate on the selection of questions to answer?			

7.	Are the mark allocations for questions appropriate?			
8.	Can the questions be answered within the allocated time?			
9.	Are the questions free of spelling and grammatical errors?			
10.	Are the pages, questions, figures, tables, etc. are correctly numbered?			
11.	Are the figures, tables, equations, etc. clear and correct?			
12.	Is the marking scheme submitted with model solutions?			
13.	Are the model solutions properly structured with the breakdown of marks?			

Any other comments:

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Moderator's Name:

Moderator's Signature:

Date:

I have revised the paper by considering the above moderation remarks/comments.

Paper setter's Name:

Paper setter's Signature:

Date:

Instructions:

The paper setter should get this form completed and certified by the Moderator of the question paper. The original of this form should be handed over to the Assistant Registrar/Examinations along with the question paper and a copy should be given to the Head of the Department for filing.

Annex4

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Report for Second Marking of Answer Scripts

Faculty:

Department:

Degree Program:

Examination/Year & Month:

Course Code and Title:

No	Item	YES	NO	(Specify any remarks and/or comments/suggestions)
1.	Were the marking criteria sufficiently clear and well-stated in the marking scheme?			
2.	Was the allocation of marks done according to the model answers provided?			
3.	Was the allocation of marks to each answer is fair and justifiable?			
4.	Are there any errors regarding the additions and subsequent calculations to obtain the final mark?			
5.	Is the allocation of marks to each question done in a legible manner (i.e. a different coloured pen has been used)?			
6.	Are the special cases (if applicable, i.e. too many questions have been answered) properly addressed during marking?			

Any other comments:

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Name of the Second Examiner:

Signature:

Date:

Instructions:

The completed and signed form should be handed over to the paper setter/first examiner. The original of this form will be retained by the paper setter/first examiner and a copy will be given to the Head of the Department for filing.