



The Mico University College
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EXTERNAL EXAMINERS' POLICY

EFFECTIVE: SEP 2013

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The Mico University College

EXTERNAL EXAMINERS' POLICY

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For more information about policy development, consult the Policy Formulation and Management Policy on The Mico website at themico.edu.jm/policies.

PLEASE NOTE

This document was developed to provide students, staff and other stakeholders with the policy position of The Mico University College and guidance on operations within the institution. Every care was taken to cover all facets within the scope of the policy and eliminate errors. Any comments, queries and suggestions may be sent - using your official email address of The Mico - to the manager of the Office of Accountability listed in the front table on the previous page of this document.

The Mico University College reserves the right to alter, amend or modify sections of this policy document in response to institutional or national needs, and is committed to doing so on a regular basis. Any amendments that are to take effect before the release of the next edition of this policy will be communicated through The Mico's email system using email addresses with themico.edu.jm domain in addition to any other appropriate means.



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1. INTRODUCTION

External Examiners are independent experts drawn from academia, industry and business, who provide an external reference point for the comparison of The Mico University College's academic standards. They assist by offering independent, objective and impartial judgment on matters that contribute significantly to the enhancement of quality in teaching, assessment and learning. They also provide professional advice and their reports are given serious consideration by the institution.

2. PURPOSE

The External Examiner system is an important component of quality assurance arrangements. It offers institutions assistance in ensuring that the standards of degrees and other awards are consistent across institutions as well as providing an external mechanism for monitoring fair practice in the assessment of students' performance.

The External Examiners' Policy provides the guidelines for engaging External Examiners to achieve this purpose.

3. SCOPE

This policy shall apply to External Examiners engaged in all academic programmes at all levels of the institution.

4. DEFINITIONS

For the purposes of this policy:

- i) **Chief Examiner:** The External Examiner with seniority of experience among a group of External Examiners contracted to examine and evaluate assessment products and/or processes of the same cohort of students in the same programme.
- ii) **External Examiner:** A suitably qualified specialist in the Specialization/subject area for which they are contracted, who evaluates the overall quality of assessment practices in a programme, through examination of samples of student work, including coursework, final examinations, exhibits, demonstrations, research papers, etc. External Examiners are not employees of the institution, but are contracted for the sole purpose of examining the aforementioned products and processes, and receive no other benefit besides the remuneration stated in the contract.
- iii) **Internal Examiner:** Academic staff/lecturers employed to the institution (including adjunct) who are the primary facilitators of its courses, designing and administering assessment items and grading same.
 - **First Examiner** – the primary facilitator of a course, or the Course Coordinator where more than one group of students is sitting the same course in the same semester/session, normally more experienced in the course than the second examiner
 - **Second Examiner** – a faculty member with experience in facilitating the course, whether or not they are currently doing so, who collaborates with the first examiner in the preparation of assessment items, including the

final examination paper, where applicable. The second examiner is the second marker, especially in all failing and borderline cases and those with exceptionally high marks/grades.

5. POLICY STATEMENT

The institution shall engage, by means of contract, External Examiners who are specialists in their field, with relevant qualifications and experience that enable them to objectively evaluate the assessment practices of the academic programmes of The Mico. In so doing, they provide insight into the reliability, validity and overall quality of the assessment practices within the institution, the ultimate aim being that of programme quality enhancement. Their role is therefore an advisory one. The institution retains its autonomy in designing and conducting assessment practices in the best interest of the quality and unique attributes of its programmes, supported by evidence-based decision making.

6. GENERAL PRINCIPLES

6.1. Appointments

6.1.1. Criteria for the Appointment of External Examiners

External Examiners shall normally:

- Be competent in assessing students' knowledge and skills at higher educational level.
- Possess relevant academic and/or professional qualifications and expertise above the level of the qualification being examined.
- Possess appropriate levels of expertise and experience in relation to the programme/courses to be examined.
- Have sufficient standing, credibility and breadth- of experience within the discipline to be able to command authority in the field and the respect of colleagues.
- Be independent and impartial in judgment.
- Be knowledgeable about the standards expected of students at the level of study.
- Have sufficient recent examining experience, or have comparable related experience, to indicate competence in assessing students in the specialist area/s they will examine.
- Not have any conflict of interest with the University College arising from personal or family relationships or from other direct ties to members of staff or students.
- Not have been a member of staff or a student of the institution in the past five years.
- Not concurrently act as consultants to a course team on course design or be a member of a panel established to review the course they examine, in order to protect their independence.

External Examiners may be appointed from outside the field of tertiary education particularly from vocational or professional programmes.

6.1.2. Undertaking of the University College

In normal circumstances the University College will ensure that:

- only assessment products from Years 3 and 4 are sent to the External Examiner except in exceptional cases;



- there are no existing links between the proposed External Examiner and the programme/subject area (conflict of interest);
- examiners are properly briefed on their role, the course, and the Department's requirements;
- a new External Examiner shall not normally be from the same institution as the out-going Examiner.

6.1.3. Conditions for the Appointment of External Examiners

- Appointment of all External Examiners shall be approved by the Academic Board.
- The appointment of an External Examiner shall be for a period of three years in the first instance and may be extended for an additional three years. In exceptional circumstances, the Academic Board can approve a further extension, above the additional three years; for example, in areas where there are few persons qualified in this field of study. The External Examiner shall be required to sign a contract for each semester he/she will work at the start of the semester to give ample opportunity for briefing.
- The Human Resource Department shall draft a formal offer of appointment and shall send the letter of appointment to the External Examiner for acceptance. If the appointment is accepted, the External Examiner shall be invited to sign a contract which shall include a confidentiality clause. Once the contract is signed the HR Director shall retain a copy and a copy shall be sent to the External Examiner, the Bursar and the HOD.
- External Examiners shall not hold more than the equivalent of two substantial undergraduate appointments at a time, unless approved by the Academic Board. It is essential that External Examiners are able to devote sufficient time to their duties.
- An External Examiner shall not examine more than three courses each semester, unless approved by the Academic Board.
- Retirees may be considered for appointment as External Examiners if there is sufficient evidence of their continuing involvement in the area they will be examining.

6.1.4. Appointment of the Chief Examiner

In cases where there is more than one External Examiner for the cohort within a given Course, a Chief Examiner shall be appointed from among the group of Examiners. The Chief Examiner shall have had at least 3 years' experience as an External Examiner, and where possible shall be the most senior member of the group in terms of experience. Once the Chief Examiner has been named, the name shall be submitted to the Dean for the preparation of the contract.

6.1.5. Re-Appointment

In some cases, where there is a shortage of skilled persons to act as External Examiners, it may be necessary to extend the contract of an External Examiner beyond the time of initial appointment. In such cases:

- It is the responsibility of the Department requesting the re-appointment to have first gained the agreement of the External Examiner to the possible extension of his/her contract.
- The Department Head shall confirm that the External Examiner has no conflict of interest.
- The re-appointment shall be in line with the terms of the initial appointment.



7. APPLICATION

External Examiners are appointed each semester up to a normal maximum of three years' service. They are nominated through the Faculty who submit the credentials of the proposed Examiner to the Academic Board. The Academic Board after the perusal of these credentials shall approve the nominations as it sees fit and shall appoint.

7.1. The Selection Process

The process starts with the nomination of the External Examiner. Responsibility for nominating the Examiner lies with the relevant Department. However, External Examiners shall be appointed by the Academic Board on the recommendation of the Dean through the Faculty Board.

- i) Recognizing the need for External Examiners, the Department Head (HOD) shall have discussions within the department for suggestions as to persons who may be eligible to serve. The **"Form to Nominate An External Examiner"** (as at Appendix I) shall be filled out giving the necessary information so that the HOD can make contact with the proposed person/s to ascertain his/her willingness to serve, explaining the scope of the work he/she will be required to do (i.e. the courses he/she would be required to examine) and requesting his/her credentials.
- ii) The proposed Examiner after liaising with the HOD shall provide information by completing the **"Information from External Examiners Form"** (as at Appendix II) and attaching his/her credentials (current CV, certified copies of certificates/degrees, references, etc.) to be forwarded to the Head of the relevant Department. The Department Head/HOD shall forward the documents with his/her recommendations to the Dean of the relevant Faculty, to be submitted to the Faculty Board for consideration. If the response is favourable, the documents shall be submitted to the Registrar for submission to and approval/disapproval by the Academic Board.
- iii) Once approved by the Academic Board, the Human Resource Department shall contact the proposed Examiner and shall issue a formal Letter of Appointment. On receipt of an acceptance from the proposed Examiner the HR Department shall invite him/her to sign a contract which details the terms of his/her employment. Once the contract is signed and returned, the HR Director shall retain a copy, and send a copy to the External Examiner, the Bursar and the HOD of the prospective Department. The HR Director shall also make arrangements for the External Examiner to be given an orientation to The Mico followed by orientation by the HOD of the Department with which he/she will be working. The External Examiner shall be given copies of the course outlines and made aware of regulations governing the examination process.
- iv) The appointment shall normally be for three years, but the External Examiner shall be required to sign a contract for each semester he/she will work.



8. RESPONSIBILITIES

8.1. The Lecturers/Faculty

Lecturers/Faculty shall:

- i) Identify and recommend a prospective External Examiner to the Department Head/HOD;
- ii) Nominate the prospective External Examiner by completing the requisite Nomination Form as at Appendix I and submit to the Department Head.

8.2. The Department Head:

The Department Head (HOD) shall:

- i) Liaise with the lecturer to contact the proposed External Examiner, discuss the scope of the work and request and collect credentials;
- ii) Make recommendations to the Dean of the Faculty, based on review and assessment of the credentials submitted.
- iii) After receiving the signed contract, ensure that the External Examiner is adequately briefed on his/her contractual arrangements to assist and enable the External Examiners to perform his/her role effectively. The briefing should ensure that the External Examiner is aware of:
 - the expectation of the University College regarding their role;
 - the Examiner's role including the extent of the Examiner's discretion/authority;
 - the objectives/learning outcomes of the course, its outline and teaching methods;
 - the methods of assessment, marking practices (e.g. table marking) rubrics and marking scheme;
 - the regulations governing the programme;
 - remuneration and time-line for the task.
- iv) Prepare the packages inclusive of the documents related to the assessment tasks and send to the Examinations Department;

8.3. HR Director

The HR Director shall:

- i) On approval of the Academic Board, contact the External Examiner and send letter of appointment
- ii) Have contract prepared for External Examiner's signature
- iii) On return of the signed contract, retain a copy in HR, send a copy to the External Examiner, the Bursar and to the HOD.
- iv) Arrange for all new Examiners to be given an orientation/briefing



8.4. The Dean

The Dean shall:

- i) Present the recommendations from the HOD to the Faculty Board;
- ii) Forward the recommendations, if successfully considered at the Faculty Board, with copies of the credentials to the Registrar to be included on the agenda of the Academic Board meeting.
- iii) Receive the report of the External Examiner from the Registrar's Office noting the recommendations and ensuring that a response is sent to the External Examiner including an implementation plan as warranted. This plan shall be approved by the Faculty Board and copied to Academic Board for noting.
- iv) Receive the Claim Form through the Examination's Department and ensure accuracy before forwarding to the Bursary.

8.5. Faculty Board

The Faculty Board shall:

- i) Receive and scrutinize the nominations of the External Examiner, and recommend approval as it sees fit to the Academic Board.
- ii) Receive recommendation of the External Examiner and implementation plan from the Dean; if warranted make appropriate recommendations to the Academic Board through the Dean.

8.6. The Registrar

The Registrar shall:

- i) Have overall responsibility to manage the Examinations Process
- ii) Receive the nominations for External Examiner to be placed on the agenda of the Academic Board for consideration
- iii) Receive the report from the External Examiner by way of the Examination's Department and forward to the Dean
- iv) Receive a copy of the implementation plan from the Faculty Board through to Dean to be placed on the Agenda of the Academic Board.

8.7. Academic Board

The Academic Board shall:

- i) Review recommendations and credentials of the nominees from the Faculty Board;
- ii) Deny or accept nomination and on acceptance, approve appointment.
- iii) Receive the implementation plan from the Faculty Board through the Dean for consideration, in response to the recommendations from the External Examiner.

8.8. The Examinations Department

The Examinations Department shall:

- i) Send the package including the documents related to the assessment pieces to the External Examiner;
- ii) Receive the return of documents related to the assessment pieces, as well as the External Examiner's Report and forward to the Dean.

8.9. The Bursar

The Bursar shall:

- i) Ensure that the External Examiner is compensated in a timely manner in accordance with the terms and conditions of the contract.

8.10. Roles and Responsibility of the External Examiner

8.10.1. Responsibility with Respect to Assessment Tasks

External Examiners shall be appointed by the Academic Board to the relevant Department/Faculty with responsibility for the programme. The External Examiner shall be regarded as an independent contractor and not an employee or agent of the University College. The External Examiner does not qualify for any benefits from the University College.

The External Examiner shall be specifically required to scrutinize the assessment tasks and advise on the following:

i) **Assessment:**

- The purpose and philosophy of assessment are clearly articulated in the Department and understood by the students;
- The appropriateness to the course of the aims and objectives
- The appropriateness of the assessment load for the level and length of the course, and that
- The assessment is properly and impartially conducted and in line with the institution's policies and regulations as set out in the Undergraduate and Graduate Students' Handbooks.

ii) **Standards:**

- The appropriateness of the learning outcomes to the curricula and
- The capability of students to achieve standards comparable with those of similar programmes elsewhere and comparable to subject and level.

iii) **Curricula:**

- The relevance and currency of the curricula
- The consideration of research and development in the field.

8.10.2. Conflict of Interest

Each External Examiner shall be required to ensure that in the performance of his/her duty as an External Examiner there is no conflict of interest. As a consequence, no External Examiner shall be involved in any aspect of the assessment process (whether at the setting, marking or award stage), including examination for a prize or scholarship. If he or she may reasonably be regarded as having a professional or personal interest because of a current or previous relationship to, or friendship with, the proposed candidate(s), then the External Examiner shall decline to participate in the assessment process.

8.10.3. External Examiners' Responsibility to the University College

During the term of their appointment, External Examiners are likely to obtain knowledge of confidential information regarding the business of the University College. The External Examiner undertakes to and covenants with the University College that this confidential information will not be used except during the continuance of their appointment; and they shall not at any time, including after the termination of their appointment, disclose or divulge any such information to any person other than to employees of the University College who are authorized to have access to this information. Confidential information applies to any reports, the content of any research paper/thesis belonging to the students being examined, or any oral or written communication arising during the External Examiner's performance of duties.

8.10.4. Duties of the External Examiner

The External Examiner will be required to perform duties which may include the following areas:

- Review and comment on all assessment tasks
- Examination of course work and examination scripts (including work from dual-mode delivery)
- Examination of research papers/theses
- Examination of Practicum
- Examination of practical areas, exhibitions and performances.

i) General Duties

The External Examiner shall:

- a) Become familiar with the University College's policies and programme specifications;
- b) Become familiar with the course/s to be examined, that is, the learning outcomes, and how these outcomes are linked to the assessment outcomes in the programme;
- c) Review and comment on the form and content of proposed assessment tasks prior to their execution, in order to ensure that all students will be assessed fairly in relation to the course specification and in such a way that they are able to fulfil the objectives of the course and achieve the required standard.
- d) Confirm appropriate level and credit value and that they accurately reflect the syllabus;
- e) Ensure that the assessment process is sound and fairly operated in the marking, grading and classification of student performance in line with the institution's policies and regulations;
- f) Evaluate the assessment process. Check to ensure that Internal Examiners are using the assessment criteria consistently across the range of assessments and/or scripts;



- g) Review assessment products that may include examination scripts, coursework scripts (research papers), projects, portfolio, practical work/labs/exhibitions, oral presentations, research studies, work presented digitally, dissertations, viva voce, field work or combination thereof;
- h) Check for consistency of the internal marking. This enables the External Examiner to see whether the marks awarded by Internal Examiners are in line with the marks that would be awarded for a similar performance in other comparable institutions;
- i) Evaluate the rigour of assessment practices adopted by the Internal Examiners;
- j) Evaluate students' performance on assessment tasks against the intended learning outcomes;
- k) Consider and advise on the comparability of standards where courses and programmes are delivered at more than one location and in more than one modality;
- l) Evaluate internal assessment processes for courses in consultation with the Internal Examiners;
- m) Provide informative comments and recommendations upon whether or not the assessment process measures student achievement rigorously and fairly against the intended outcomes of the programme(s) and is conducted in line with the institution's policies and regulations;
- n) Act as the second marker in exceptional circumstances where there is insufficient internal expertise;
- o) Comment and advise on matters of curriculum content, balance and structure, in so far as these are revealed by the assessment process;
- p) Provide informative comments and recommendations on "good practice" observed by the External Examiners and opportunities to enhance the quality of the learning opportunities provided to students;
- q) Submit written report/s for each course examined as set out in the contract as prescribed in the contract.

ii) Duties Specific to the Specialization/Subject Area

The External Examiner shall:

- a) Review the examination sample packages and determine whether the question paper:
 - was appropriate to the level of the programme/year;
 - was an appropriate means of testing whether candidates have achieved the stated learning outcomes;
 - sufficiently covered the full range of the course outline;
 - had an appropriate distribution of marks;
 - was fair – i.e. that some candidates were not at an advantage other than by virtue of their academic ability, preparation and commitment.
- b) Have the right to review all assessed work e.g. coursework, examination scripts, projects, online discussion forums and research theses. In cases where the number of students in the



group is large, a random selection will be made of submitted pieces, with samples from each grade band

- c) May attend meeting of Academic Board (if invited) to consider issues arising out of the External Examiner's report.

iii) Duties Performed in Relation to Orals/Performances

Where oral or performance-based examinations constitute a substantial part of the assessment procedure, the External Examiners and Internal Examiners shall review the exhibitions/performance/demonstration of students and will together decide on the final grade for the student.

iv) Duties in Relation to Design, Couture and Culinary Techniques

External Examiners shall visit the University College to:

- a) Review and grade the demonstration/exhibition of candidates' work. At the end of Year 2, as part of the course Food Science and Preparation 2, students are externally examined based on their written plan, their execution of that plan, the processes and procedures demonstrated and the final product/s produced. The External Examiner, in collaboration with the Internal Examiner, finalizes the grades and the External Examiner submits a written report.
- b) In Year 3 students are required to mount an exhibition which is externally assessed against agreed criteria.
- c) In regards to couture, the candidates shall be examined in regard to construction techniques and fit. At the end of Year 3, students pursuing the course Couture' Techniques are required to construct a wedding dress or formal evening wear. The students are externally graded for construction and they later model the garment, at which time they are graded for fit.

With regard to (iv) (a), (b) and (c) the Second Marker will be regarded as an External Examiner.

v) Duties in Relation to Research Studies / Theses

The External Examiner shall examine the work presented based on the criteria set. The key things to be looking for when assessing the research studies/theses are:

- a) Is the problem worth addressing;
- b) Is it being addressed in an appropriate way;
- c) Is the literature review comprehensive and up to date, and does it show understanding of the theoretical context;
- d) Does the candidate make explicit links between the review and his or her research question/s and study design;
- e) Is there evidence of critical appraisal of the studies that are reviewed;
- f) If there is empirical work, are the right methods being used, is the sample large enough, are the data presented clearly and analysed and interpreted appropriately, does the discussion illuminate the results, and do the stated conclusions follow from the results;



- g) If the work is theoretical, is the line of argument coherent, well expressed and does it develop logically;
- h) Is the work ethical, and
- i) Is the work that of the candidate (i.e. not plagiarised).

vi) Duties in Relation to the Practicum

The External Examiners who work with the Practicum team are expected to:

- a) Collaborate with the University College's Examiners in determining the extent to which the agreed standards of the Practicum are maintained.
- b) Collaborate with the University College's HODs in developing schedules for the assessment of student-teachers.
- c) Assess student-teachers using the instrument(s) provided by the University College.
- d) Provide feedback on the assessment of student teaching within the designated time and in the required format.
- e) Participate in moderation exercises to arrive at final grades for student-teachers.
- f) Prepare reports on the Practicum that will aid the University College in taking decisions to improve the exercise.

External Examiners working with the Practicum team, operate in a similar way to those responsible for external examination of courses offered at the University College. Thus, the External Examiner would sample a minimum of 20% to a maximum of 30% of the students in a given area of specialization.

External Examiners are expected to attend meetings / workshops etc. to become au fait with the philosophy of the University College and the expected outcomes of the Practicum.

External Examiners will examine the portfolio, evidence of learning community participation and make visits to see students teach after grades have been awarded by the University College, for the purpose of ensuring quality. They will then write a report of their findings and sign off on the grades awarded based on their sampling.

8.10.5. Roles and Responsibility of the Chief External Examiner

The role of the Chief External Examiner is to assist the University College in maintaining the quality standards of its examination process. As a consequence, the Chief External Examiner shall:

- a) Chair the group of External Examiners for the specific course being examined, as is appropriate;
- b) Ensure that the group of External Examiners comply with their terms and conditions of service;
- c) Receive and collate the reports of the External Examiners in the group, and submit a combined and comprehensive report addressed to the Dean of the Faculty;
- d) Ensure that justice is done to each student assessed and that the process of student assessment is conducted with rigour and with due regard for best practices;
- e) Assist the Dean in any other administrative matter relating to the assessment of the examination processes as needed.

8.11. Contracts and Remuneration

8.11.1. Documentation on Signing the Contract

The External Examiner will be required to sign a contract before commencing his/her services. Therefore, once the letter of appointment is given and the contract has been signed, the Department Head shall ensure that the External Examiner gets the following:

- copy of signed contract (from the HR Department);
- course outlines for the course(s) he/she will be responsible for examining;
- grading scheme;
- External Examiner's report form(s) (as at Appendix IV);
- assessment products to be evaluated with rubrics/marketing schemes. (If number of assessment products for each course is less than 20, all products must be examined. If the number of assessment products for each course is more than 20, a sampling of each grade level will be sent to the External Examiner. The sample should provide the External Examiner with sufficient evidence to allow a determination that the internal marking is of an appropriate standard and is consistent);
- claim form (as at Appendix III).

Termination of the Contract by Either Party

The contract may be terminated before the expiration date of the contract by either party giving at least three months' notice.

8.11.2. Termination of the Contract by the University College

The University College may terminate the contract with an External Examiner, before the expiration date of the contract for the following reasons:

- change in academic position, institution or retirement from his/her institution during term of office;
- potential conflicts of interest (i.e. commercial, intellectual property or other). A conflict of interest may be defined as (but not limited to) a position within another tertiary institution considered to be a direct competitor;
- failure to meet the requirements of the post i.e. confidentiality;
- any behaviour or actions by the External Examiner considered unprofessional or in breach of University College policies;
- substantial changes to a programme, which result in the External Examiner's contract being phased out prematurely. In such cases, at least 3 months' notice will be given;
- failure to meet the professional standards and practices expected of an External Examiner including late or non-submission of expected reports.

In such cases, a full report should be provided to the Academic Board who will terminate the contract of the relevant External Examiner.



The main reasons for early termination shall be that the External Examiner failed to submit reports as required or continued to submit inadequate reports and did not respond to enquiries from the Specialization/subject team or institution.

8.11.3. Termination of the Contract by the External Examiner

The External Examiner may choose to terminate the contract prior to the expiration date (i.e. to resign prior to the completion of his/her appointment period). In such a case the External Examiner shall be required to complete all duties to maintain continuity of assessment. Letters of resignation shall be addressed to the HR Director.

Whatever the reason for termination, the External Examiner shall return to the University College all property, including computer software and documents, which belong to the University College or otherwise relates to its business or affairs, **without retaining any copies.**

8.12. Reports

8.12.1. External Examiners' Reports

External Examiners shall be required to submit to the Department Head, a signed report for each course they are responsible for examining, commenting on issues relating to:

- the overall performance of students in the course/programme;
- the appropriateness of the assessment strategy and method of assessment;
- the strengths and weaknesses of the students with regards to learning outcomes;
- the quality of the knowledge and skills demonstrated by the students;
- the structure, organization, design and marking of the items being assessed;
- the type, suitability and effectiveness of the assessment in relation to the course outline
- the appropriateness of marks awarded and the overall range of marks in relation to the marking criteria;
- the consistency of marking within each course;
- adequacy of facilities and material for practical/performance examinations
- quality of written feedback to students on coursework;
- success and failure rate;
- recommendations or any suggestions for improvement or development;
- areas of 'good practice' identified
- their opinion as to whether recommendations made in previous years have been properly considered.

8.12.2. Use of the External Examiners' Reports within the Institution

The External Examiner shall return **ALL** materials received as well as a signed report to the Department Head. On receipt of the report the Department Head will make copies to be disseminated to the lecturer who taught the course and the Dean of the Faculty.



The External Examiners' reports are intended to be used as a tool to assist the Department in identifying strengths and weaknesses in the assessment of a course. It also provides assurance to the University College on the standards and quality of the teaching, learning and assessment processes.

9. SUPPORTING DOCUMENTS

- [Academic Integrity Policy](#)
- Approval of Assessment Form
- [Examinations Regulations for Diplomas and First Degrees](#)
- External Examiner's Report Template

10. THE MICO STANDARDS

- Quality Assurance
- Design and Management of Academic Programmes
- Teaching, Learning and Assessment



Appendix I – Nomination & Appointment Form



The Mico University College

EXTERNAL EXAMINER NOMINATION & APPOINTMENT FORM

(The Lecturer in the Department is required to complete all Sections)

SECTION I – Lecturer Information

NAME OF LECTURER _____

FACULTY: _____ DEPARTMENT: _____

SECTION II – Information on Nominee

FULL NAME _____
Last Name *First Name* *Middle Name*

POSITION _____

INSTITUTION (where applicable) _____

QUALIFICATIONS:	<u>Qualifications</u>	<u>Institution</u>	<u>Year</u>
	_____	_____	_____
	_____	_____	_____

SECTION III – Information on Course(s) to be Examined (to be completed by the HOD)

LEVEL OF DEGREE Graduate Undergraduate ACADEMIC YEAR 20 _____

COURSE TITLE(S) AND CODE(S)	<u>Course Title</u>	<u>Course Code</u>
	_____	_____
	_____	_____

SECTION IV – Appointment Details (to be completed by the HR Department)

First Time Appointment Reappointment

RECOMMENDED START DATE: _____

If First Time Appointment:

Name of External Examiner _____

Position _____

Institution (where applicable) _____



If Reappointment Period for which External Examiner has served

Is the recommendation for an exceptional extension, i.e. in excess of 6 consecutive years Yes No

Give details

The Nominee has confirmed a willingness to serve. The nominee has **not** been a member of staff or a student at The Mico University College within the last five years. The appointment shall be for three years; however, a new contract will have to be signed each semester that the proposed External Examiner works.

I confirm that approval of this appointment would not create a reciprocal agreement with a cognate programme at another institution.

Name of Department Head

Signature Department Head

Date



Appendix II – Information from Proposed External Examiners



The Mico University College
INFORMATION FROM PROPOSED EXTERNAL EXAMINERS

(This form is to be completed by the Nominated Examiner)

CONTACT DETAILS AND PERSONAL INFORMATION

FULL NAME:

_____ *Last (Family) Name* _____ *First Name* _____ *Middle Name*

Year _____ *Month* _____ *Date* _____

DATE OF BIRTH:

_____/_____/_____

AGE _____

SEX Female Male

HOME ADDRESS:

MAILING
ADDRESS:

E-MAIL ADDRESS:

CONTACT NOS.:

_____ *Home* _____ *Work* _____ *Cell*

WORK INFORMATION

PLACE OF WORK

WORK ADDRESS

POSITION

QUALIFICATION

Please state your qualification, the institutions from which degree(s) were awarded and the year of the award

Qualification

Institution from which degree was awarded

Year of award

<u>Qualification</u>	<u>Institution from which degree was awarded</u>	<u>Year of award</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please provide supporting documentation and a copy of your resume

Signature

Date



Appendix III – Chief External Examiner's / External Examiner's Claim Form



The Mico University College

EXTERNAL EXAMINER'S CLAIM FORM

NAME: _____

CATEGORY OF EXAMINER External Examiner Chief External Examiner

If Chief Examiner, Name of Examiners in group

Examiner's TRN: _____ NIS: _____

PROGRAMME: _____ COHORT/YEAR: _____

DEGREE LEVEL: Post-Graduate Undergraduate

DATE: _____

COURSES	Types of assessment products	Number of products examined

Report(s) CHIEF Examiner's Report



_____	_____
Signature of Claimant	Date
_____	_____
Signature of Department Head	Date
_____	_____
Signature of Dean/Director – Faculty/School	Date
_____	_____
Signature Director, Finance	Date



Appendix IV – Examiners' Report Form

**The Mico University College**

1A Marescaux Road, Kingston 5

Tel: 929-5260-6: Fax: 926-2236

**DEGREE PROGRAMME
REPORT OF EXTERNAL EXAMINER**Course Name: _____

Course Code: _____

Semester _____

Programme: _____

Cohort/Year _____

No. of assessment products supplied and examined. _____

NOTES

*The External Examiner's Report is an important element in the University College's quality assurance systems. Independent peer feedback greatly assists the University College in maintaining and enhancing quality and standards. **It is important therefore that all relevant sections of the report form are completed – both the 'tick box' questions and the sections which require your written comments.***

To completed by the Examinations Department:



Date received :

Officer receiving Report:

Dean to receive Report :

Date sent to Dean:

GENERAL

Please check (✓) the most appropriate answer

1. The University College provided guidance for me as an External Examiner regarding my role and responsibilities
 Yes No
2. Sufficient assessment products were made available to enable me to adequately evaluate the standard of students' work
 Yes No
3. I was provided with course outline(s) and mark schemes/rubrics for each course to be examined.
 Yes No
4. The arrangements made for the assessment of practical work were suitable.
 Yes No
5. There was a good mix of different type of assessments.
 Yes No
6. I was given enough time to satisfactorily complete the task given.
 Yes No



Appendix V – High Level Flow diagram: Selection of External Examiners

