

EXTERNAL EXAMINER

FACULTY OF DENTISTRY

JUL 2012

ROLE OF THE EXTERNAL EXAMINER

A. MAIN ROLES

- a. Review, evaluate and advise on the relevant degree programme / course curriculum to ensure that it is in line with the needs of the industrial and the national's goals.
- b. The external examiner will evaluate examination questions and any other work that contributes to the degree result.
- c. External examiner may be asked to deliver a talk/speech at a locally organized academic-related event during the visit to the university.
- d. External examiner will participate in viva voce examination whenever required by the faculty.
- e. Prepare a report which will be submitted to the University Vice Chancellor regarding the running, quality and steps to be taken to enhance the relevant degree programme.

B. DURATION OF APPOINTMENT

- a. The duration of each appointment shall be for period not exceeding one year.
- b. Either party may terminate this appointment by a written notice of one month served to the other party.
- c. External Examiner may not be re-appointed by Senate at the end of an appointment.

C. SPECIFIC DUTIES

i. Before Examination

- a. Selection of External Examiner
The Head of Centre of Studies may propose the External Examiner to the Faculty Examination Board six months prior to the examination date. The HCoS may propose more than intended required examiner for the selection by the Examination Board. The proposed examiners should be accompanied by their CV or Teaching Portfolio.

The External Examiner should be a well-known academician involved in the relevant area / discipline.

- b. Number of External Examiner
A course that has a Professional Examination may have at least one relevant External Examiner. The Dean, Deputy Dean (Academic) and Head of Centre of Studies can proposed the number of External Examiner and should be approved by the Faculty Examination Board and later, Deputy Vice Chancellor (Academic).
- c. Briefing to the External Examiner
The External Examiner should be informed of the relevant curriculum and the *Viva Voce* procedure including the *Viva Voce* Evaluation Form. Head of Centre of Studies or Course Coordinator should be responsible for any needs requested by the examiner if permitted by the University Examination Regulations.
- d. External Examiners are only allowed to view the curriculum document when in the university campus area only. The curriculum document shall not be released to an External Examiner in soft copy via email or any other methods.

ii. During Examination

For viva voce examination

- a. Materials Provided for Candidates
Candidates can be given some plain papers and writing materials for writing any thoughts or points for the *Viva Voce*. However, the examiner or Course Coordinator can supply any materials that relevant to the needs.
- b. Timing (Duration)
For border line viva voce : 15 minutes.
For distinction: 15 minutes minimum and may exceed up to 25 minutes.
- c. *Viva Voce* Evaluation Form
The department should use a generic evaluation form which has been endorsed by the Faculty Examination Board. This evaluation form should be made known to the examiner prior to the viva session.
- d. Award
After the candidate has finished the viva, the external examiner may decide to award **DISTINCTION, PASS** or **FAIL** or **PROVISIONAL** to the candidates based on their performance. Head of Centre of Studies need to sign the *Viva Voce* Form as an agreement to the result.

For other examinations

- a. Observation
External examiners may request to observe the faculty conducting its examination. The relevant Course Coordinator or Head of Centre of Studies will assist the external examiner to visit the examination hall.

iii. After Examination

- a. The external examiner should act as a moderator of the decisions of internal examiners. Student work will be marked in the first instance by internal examiners and some or all of the work should be made available to the external examiner for moderation.
- b. The external examiner should normally be asked to review the following:
 - Fail marks
 - Highest mark and lowest mark
- c. The results of the *Viva Voce* should be given to the Dean prior to the Examination Board meeting. The Examination Board will endorse the outcome of the *Viva Voce* and also acknowledge students who had been given ***DISTINCTION*** or ***PASS*** or ***FAILED*** or ***PROVISIONAL*** status.
- d. External examiner should make some comments on the student performance during his/her observation and also based on the result of the *Viva Voce* and their general overview of the Professional Examination (questions, student answer & conducting the exam).

*Endorsed by: Academic Board, Faculty of Dentistry
6th July 2012*