

CASPP008-External Examiner Policy Procedures

1. Purpose

The aim of these procedures is to ensure that student assessment procedures are objective, fair, transparent and regularly reviewed for necessary amendment and improvement.

2. Abbreviations/ Definitions

For the purpose of these procedures, unless otherwise stated, the following abbreviations and/or definitions shall apply:

CAS: Colleges of Applied Sciences

Academic Department: The department that offers academic programs in the college.

3. Procedures

1. A call for applications along with application conditions mentioned in the policy shall be announced on the college website for those interested in applying as external examiners.
2. The college dean forms a committee responsible for sorting applications as well as short listing applicants taking their experience into account. It is possible to select more than one examiner for the same major as per the provided listed majors.
3. A one-year renewable contract is signed with the accepted external examiner using the External Examiner Contract Form.
4. The contract shall be sent to the external examiner who shall be granted a one-week period for acceptance.
5. The external examiner shall visit the college premises twice during the academic year for a maximum period of five days for each visit. His/her responsibilities and authorities are as follows:
 - Examining the methods, procedures and assessment processes used to evaluate students during the two academic semesters.
 - Reviewing the study plans and offered courses during the spring and fall semesters.

- Reviewing descriptions of offered courses.
 - Reviewing samples of students' assignments and projects (In addition to sample exam question papers and their answer keys).
 - Reviewing and evaluating students' final exam results through providing him/her with 15 % - 20 % of exam papers and their answer keys. The external examiner shall evaluate and review the exam comprehensiveness in covering the course content, marks distribution, marking process accuracy, and the degree to which the exam reflected the course objectives and outcomes as well as how it was compatible to course content.
 - The external examiner shall forward his/her report to the College Dean as per the provided form for that purpose within a maximum period of six weeks after the end of their visit.
6. Once the report is received, the College Dean shall forward it to the respective Head of Academic Department.
 7. The department council shall study the external examiner's notes and recommendations, decide on possible aspects for improvement, and forward the report to the college council for further discussion.
 8. The College Dean shall forward the final report to the Academic Programs Department at CAS Directorate General to be reviewed by the academic council for approval.
 9. The academic council shall forward its decision to the respective college for implementation.
 10. It is possible for the college to end its partnership with the external examiner once the program is accredited.

4. Supporting Materials

4.1- External Examiner Contract

4.2-External Examiner Sample Report

4.3-CAS Consultation Bylaws



5. Approval Agency

The Board of Trustees.

6. Approval Dates

In relation to the revision and development of the current policy procedures of CAS's Bylaws, and the regulations and circulars, which govern the work of CAS, the following dates shall be observed:

These procedures were originally approved on: 18/ 10/ 2018

This version takes effect from: 18/ 10/ 2018

These procedures will be reviewed by: 18/ 10/ 2020

7. Procedures' Sponsor

The Director General of the Colleges of Applied Sciences.

8. Contact person

The Dean of the College