

4. Terms of reference

4.1. On the basis of curriculum, the External Examiner will:

- (a) review draft examination questions set, i.e. ensure clarity of the questions, avoid any duplication of questions and ensure that the questions are of the standard required for the honours degree/postgraduate level examined, for the two semesters of the final year of Undergraduate and Postgraduate Programmes;
- (b) review marking scheme/indicative marking criteria and outline model answers proposed;
- (c) review examination scripts to ensure that they have been consistently marked in accordance with the marking scheme/indicative marking criteria and outline model answers;
- (d) review components of Continuous Assessment for modules, including portfolio of students' marked Continuous Assessment, if need be;
- (e) review dissertation/ project and may be a member of any Dissertation/ project Interview Panel;
- (f) conduct interviews/ *viva voce* sessions as appropriate;
- (g) attend Boards of Examiners and other Committees;
- (h) submit a report on his/her assignment to the Vice-Chancellor of the University. In addition, External Examiners may wish to submit a more specific and detailed report directly to the Head of Department/ Dean of Faculty or Centre Director.
- (i) propose amendments and/or new topics to the curriculum with a view to updating same.

4.2 In addition, the External Examiners are called upon to:

- (a) whenever required, assist in mounting new Programme(s) of Studies;
- (b) advise on Quality Assurance procedures;
- (c) whenever required, propose improvements in our modularisation/semesterisation and creditisation system;
- (d) conduct workshops (if time permits) in their field of expertise for the benefit of staff.

4.3 The External Examiner's role is to act as reviewer. **External examiners should review both Year I and Year II examination question papers of both new and on-going postgraduate programmes. However external examiners should review the examination scripts/dissertation of Year II students only.**

4.4 External Examiners may participate in decisions relating to cases of suspected cheating, including plagiarism by students.

4.5 External Examiners will be required to keep all information they have access to with respect to all examination materials, including the project work, confidential and will not disclose/use any information which they may come across pertaining to IPR issues with potential for commercialisation.