

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY



GUIDELINES FOR INDEPENDENT INTERNAL EXAMINERS AND EXTERNAL EXAMINERS

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ABBREVIATIONS AND ACRONYMS

CA	Continuous Assessment
DVC-ARC	Deputy Vice Chancellor Academic Research and Consultancy
EE	External Examiners
IIE	Independent Internal Examiners
MUST	Mbeya University of Science and Technology
SIMS	Student Information Management System

PREAMBLE AND CITATION

Preamble

External Examiner is an individual appointed from academia to provide the University with impartial and independent advice, as well as informative comment on the University's standards and on students' achievement in relation to those standards.

Independent Internal Examiner is an individual appointed from within the University, to provide impartial and independent advice, as well as informative comment on the University's standards and on student achievement in relation to those standards.

Citation

This Guideline is cited as **The Mbeya University of Science and Technology Guidelines for Independent Internal Examiners (IIE) and External Examiners (EE) 2019** and shall come into force on the day of its approval by the Senate of Mbeya University of Science and Technology.

1 INTRODUCTION

1.1 Background of Mbeya University of Science and Technology

Mbeya University of Science and Technology (MUST) has been established as a result of being granted a Charter of Incorporation by the President of the United Republic of Tanzania as stipulated in Section 25 of the Universities Act NO.7 of 2005 and Article 3-(1) of The Mbeya University of Science and Technology Charter (2013).

1.2 Vision

The Vision of Mbeya University of Science and Technology is to become the leading centre of excellence for knowledge, skills and applied education in Science and Technology.

1.3 Mission

The Mission of Mbeya University of Science and Technology is to develop academically, technologically and socially competent students, staff and other stakeholders who will be responsive to the broader needs and challenges of the society specified by:

- (a) Facilitating appropriate tuition, practical training and support according to the needs of students and other customers.
- (b) Encouraging staff commitment to quality education and services including research, consultancy and innovation.
- (c) Fostering lifelong learning, honesty and responsibility.
- (d) Promoting an environment conducive to human development.
- (e) Promoting effective entrepreneurship and usage of appropriate technology that meet national and international needs, standards, skills and practical oriented training, research and consultancy.

1.4 Rationale for Guidelines for Independent Internal Examiners and External Examiners

Mbeya University of Science and Technology (MUST), in line with the tradition in Universities worldwide, recognises the process of assessing students to realize intended results. The objectives of the process include the achievement of the learning outcomes, setting of examination papers, marking of the scripts and recording of the marks. Therefore, these Guidelines outline roles and procedures which will enable effective assessment of examinations by IIEs and EEs to achieve the intended goals.

2 PROCEDURES AND QUALIFICATION OF EXAMINERS

2.1 Procedure for Nominating External Examiners

- (a) The External Examiners:
 - (i) Shall be appointed by Senate for a period of three years but visit the University only once for an extended period of up to six days.
 - (ii) May serve for a maximum of two consecutive terms only.
- (b) The Quality Assurance Committee recommends names of the External Examiners to the Senate for approval after scrutinizing their experience and competence of the candidates.
- (c) The Board of College/School or any programme offering unit shall recommend the names to the Quality Assurance Committee.
- (d) Departmental Committee shall propose names of potential External Examiners to the College Board.

2.2 Procedure for Nominating Independent Internal Examiners

- (a) Independent Internal Examiners:

- (i) Shall be appointed by the Deputy Vice Chancellor Academic Research and Consultancy (DVC-ARC) after receiving recommendations from each College, School or Institute for a period of three years.
 - (ii) May be eligible for reappointment after a two years break.
 - (iii) Shall be appointed among senior members of academic staff in the department or related department.
- (b) All departments offering programmes shall have Independent Internal Examiner for each programme.

2.3 Qualification of Examiners

2.3.1 External Examiner

Any person nominated as an External Examiner shall be a holder of Doctoral Degree with higher academic ranks from Senior Lecturer or equivalent qualification.

2.3.2 Independent Internal Examiner

Any person appointed as an Independent Internal Examiner shall be a holder of Doctoral Degree with higher academic ranks from Lecturer.

3 TERMS OF REFERENCE

3.1 Terms of Reference of External Examiners

The Terms of Reference for the External Examiner shall be to:

- (a) Conduct a comprehensive evaluation of curriculum content and delivery;
- (b) Assess curriculum coverage and relevance of course materials.
- (c) Assess teaching and learning environment and resources;
- (d) Find the extent of realization of learning objectives and outcomes;
- (e) Moderate examination papers; and
- (f) Prepare a comprehensive report at the end of each visit.

3.2 Terms of Reference of Independent Internal Examiners

Terms of Reference of the Independent Internal Examiner shall be to:

- (a) Evaluate overall student performance in the continuous assessment and University examinations;
- (b) Assess fairness in marking examinations and award of marks in accordance with marking schemes issued by course instructors;
- (c) Ascertain correctness of marks recorded on examinations answer scripts and results sheet;
- (d) Report on any irregularities or anomalies discovered and suggest corrective measures; and
- (e) To prepare a comprehensive report for respective academic year.

4 RESPONSIBILITIES

4.1 Responsibilities of the Course Facilitator

Course Facilitator shall be required to submit to the Head of Department the following items:

- (a) Marked examination answer scripts;
- (b) Students examination attendance sheets – signed by students and invigilators;
- (c) Examination question papers;
- (d) Detailed marking schemes;
- (e) Study Guide;
- (f) Assessment Plan;
- (g) Signed examination results sheets which should include the following:
 - (i) Combined Continuous Assessment (CA) and University Examination score as generated by SIMS; and

- (ii) A brief statement by the Course Facilitator on the performance of the students.

4.2 Responsibilities of the Head of Department

4.2.1 Responsibility of the Head of Department to External Examiner

The Head of Department shall submit all items submitted by Course Facilitator (Section 4.1) to the External Examiner.

4.2.2 Responsibilities of the Head of Department to Independent Internal Examiner

The Head of Department shall submit all items submitted by Course Facilitator (Section 4.1) to the Independent Internal Examiner.

4.3 Responsibilities of the Internal Independent Examiner

Independent Internal Examiners shall:

- (a) Submit a comprehensive report to the DVC Academic on the overall assessment of students' performance in the coursework assessment and examinations;
- (b) Provide comments on the marking and grading of students' scripts; and
- (c) Provide copies of the report to the Principal and Head of Department.

Note: Scripts for each course should be sampled at a maximum of one third of the class size and not less than 10 scripts.

4.4 Responsibilities of the External Examiner

External Examiners shall be to:

- (a) Submit a comprehensive report to the DVC Academic on:-
 - (i) Curriculum content and delivery;

- (ii) Curriculum coverage and relevance of course materials;
 - (iii) Teaching and learning environment and resources; and
 - (iv) Extent of realization of learning objectives and outcomes.
- (b) Provide comments on the marking and grading of students' scripts;
- (c) Moderate examinations; and
- (d) Provide copies of the report to the Principal/ and Head of Department.

Note: Scripts for each course should be sampled at a maximum of one third of the class size and not less than 10 scripts.

4.5 Responsibilities of the DVC-ARC

The DVC-ARC shall:

- (a) Appoint the Independent Internal Examiner for a period of three years;
- (b) Receive summary reports on the Independent Internal Examiners Reports and External Examiners Reports through the respective Colleges Boards.
- (c) Submit to the Senate a summary report developed from the External Examiners' comprehensive report for other administrative actions; and

5 TENURE OF EXAMINERS

5.1 External Examiner

The tenure of external examiner shall be four years of which two visits shall be made during the second and fourth year. Renewal of the tenure shall be once.

5.2 Independent External Examiner

The tenure of external examiner shall be four years and may be re-appointed after two years.

6 APPRECIATION

6.1 External Examiner

Upon completion of the tenure, the External Examiner shall be:

- (a) Served with a letter of appreciation; and
- (b) Remunerated every session after satisfactory submission of report and the amount is subject to review periodically.

6.2 Independent internal Examiner

Upon the completion of the tenure, the external examiners shall be:-

- (c) Served with a letter of appreciation.
- (d) Remunerated every session after satisfactory submission of report and the amount is subject to review periodically

7 REVIEW OF GUIDELINES

The Guidelines shall be reviewed after every five (5) years or when deemed necessary.

8 REFERENCES

The Mbeya University of Science and Technology Charter (2013),

The Quality Assurance Agency for Higher Education (2018), UK Quality Code for Higher Education: General Introduction, Southgate House, Southgate Street, Gloucester, GL1 1UB.

Universities Act (2015)

University of Dar es Salaam, (2013), Reviewed Regulations on External and Internal Examination Processes,

University of the West of England, (2018), External Examiner's
Operational Guide,

APPENDIX A

LAYOUT OF EXTERNAL EXAMINER'S REPORT

A. Cover page

Mbeya University of Science and Technology (MUST)

External Examiners

College of.....

Department of.....

Academic Year.....

B. Executive summary

C. Table of Contents

D. Body of the report

1.0 Introduction

2.0 Curriculum Content, Delivery and learning environment

3.0 Curriculum coverage and relevance of teaching material

4.0 Study guide and Assessment plan

5.0 Evaluate examination, marking and recording of marks

6.0 Realization of objectives and outcomes

7.0 Conclusion

8.0 Recommendation

APPENDIX B

LAYOUT OF INDEPENDENT INTERNAL EXAMINER'S REPORT

A. Cover page

Mbeya University of Science and Technology (MUST)

External Examiners

College of.....

Department of.....

Academic Year.....

B. Executive summary

C. Table of Contents

D. Body of the report

1.0 Introduction

2.0 Evaluate the coverage in Study guide and Assessment plan

5.0 Evaluate examination, marking, recording of marks and
performance of students

6.0 Realization of objectives and outcomes

7.0 Conclusion

8.0 Recommendation

APPENDIX C

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY

P. O. BOX 131, MBEYA

REMUNERATION CLAIM FORM FOR EXTERNAL EXAMINER

Department of:..... College of:.....

Name of External Examiner:.....

Contact information: Address:.....

.....

Cell number:.....

Email:.....

SN	Programme Name	Number of courses
1		
2		
3		
4		
5		
6		
Total		

Signature of EE..... Date.....

Payment Authority Signature

Head of Department

Amount: TShs.....

Comment:

Signature:.....Date.....

Principal

Comment:

Signature:.....Date.....

DVC-ARC

Comment:

Signature:.....Date.....

APPENDIX D

**MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY
P. O. BOX 131, MBEYA**

REMUNERATION CLAIM FORM FOR INDEPENDENT INTERNAL EXAMINER

Department of:..... College of:.....

Name of External Examiner:.....

Contact information: Address:.....

.....

Cell number:.....

Email:.....

SN	Programme Name	Number of courses
1		
2		
3		
4		
5		
6		
Total		

Signature of IIE.....

Date.....

Payment Authority Signature

Head of Department

Amount: TShs.....

Comment:

Signature:.....Date.....

Principal

Comment:

Signature:.....Date.....

DVC-ARC

Comment:

Signature:.....Date.....