



Guidelines on Appointment of External Examiner

Foreword

A programme provider applying for accreditation / re-accreditation of its programme by the HKIAAT is required to appoint an External Examiner to devise an independent quality control system on its programme. The programme provider should also provide an External Examiner's Report to HKIAAT together with the documents to be submitted for accreditation / re-accreditation.

The purpose of the appointment of an External Examiner is to provide an external and impartial review on the academic standards of the programme and to ensure that the standards are well maintained and up to the required standards set by the programme provider and HKIAAT. The programme provider should develop its own regulations and guidelines for the External Examiner to review examination papers and examination scripts.

1. General Regulations

- 1.1 Every programme should have at least one External Examiner.
- 1.2 External Examiner(s) should be appointed by the programme provider at its own cost.
- 1.3 If there are any changes in the appointment of External Examiner(s), the programme provider should notify HKIAAT as soon as possible.
- 1.4 The External Examiner(s) should issue a report based on the assessment of the documentations as set out at Item 4 below.

2. Criteria for Appointment

- 2.1 An External Examiner should *either*:
 - (i) have the relevant academic qualification and teaching experience as a lecturer and/or as an examiner in the relevant discipline;
or
 - (ii) have the relevant professional qualification and currently is a practitioner in the related field.

- 2.2 Any current full-time or part-time staff of the education provider is not eligible to be appointed as an External Examiner.
- 2.3 A former staff shall not be invited to be an External Examiner before a lapse of at least five years.

3. Duties of an External Examiner

External Examiners are expected to comment and advise on the following:

- 3.1 Design, objective and content of the programme;
- 3.2 Effectiveness of the internal quality assurance processes and policies for the programme;
- 3.3 Appropriateness of the required standard and level of competence of the subjects and programmes as compared against that set by the HKIAAT;
- 3.4 The actual examination scripts and whether the markings thereof are consistent;
- 3.5 Appropriateness of the examination papers, suggested answers and marking scheme; and whether they are comparable to the standards and level of competence required by the HKIAAT;
- 3.6 The candidates' knowledge of subject matter, and any difficulty students have encountered;
- 3.7 Overall performance of the students in the programme, their strengths and weaknesses and the quality of knowledge and skills demonstrated and / or revealed in the scripts and other forms of assessment;
- 3.8 Other issues relating to teaching and learning as reflected in the performance of students;
- 3.9 Whether adequate and timely information has been provided by the programme provider to enable the External Examiner(s) to carry out the assessment; and
- 3.10 Any recommendations for improvements in the programme, such as suggestions for improvement in the scope of the assessment, the process, the marking system, course structure and content where appropriate, and observations, if any, on teaching.

4. Reference Material to be provided by the programme provider to the External Examiner

Relevant materials and documents should be provided by the programme provider to enable the External Examiners to perform the review. These material or documents could include but not limited to the followings:

- 4.1 Course outlines, objectives and reading lists of the programme;
- 4.2 Exemption Policy and Assessment Procedures, Examination scheme and syllabuses of the AAT examination;
- 4.3 Internal quality assurance policy and processes for the programme;
- 4.4 Information on the teaching and learning process of the programme;
- 4.5 Duties of an External Examiner and a sample of the External Examiner's Report Form;
- 4.6 Full set of draft examination papers together with their suggested answers and marking schemes for the External Examiner's review. Adequate time should be given to the External Examiner to enable him/her to give an assessment on the quality and standard of the papers; and
- 4.7 Samples of actual examination scripts with marking for review purpose. The External Examiner shall have access to all or any of the scripts upon request. If only a selection of scripts is sent, the principles for such selection shall be agreed in advance between the programme provider and the External Examiner. The guiding principle is that the External Examiner shall see a proportion of the scripts sufficient to enable him / her to judge the overall quality of performance, and the consistency and appropriateness of internal marking and classification. This should include as a minimum a sample of the scripts from the top, the middle and the bottom of the range.

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