



DIE AFRIKAANSE PROTESTANTSE AKADEMIE NPC

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Registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997

Registration Certificate No. 1999/HE08/001

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**INSTITUTIONAL POLICY ON
THE ROLES AND RESPONSIBILITIES
OF INTERNAL AND EXTERNAL EXAMINERS**

Policy Owner	Board of The APA
Responsibility	Quality Commissioner and Quality Committee
Status	Approved
Dates of amendments	15 March 2012
Review date	2016

The role of the external examiner will encompass:

- assuring that the appropriate standard is set for modules;
- considering and comparing the performance of students on modules to that of peers on comparable modules/programmes in higher education elsewhere;
- approving the form and content of proposed assessment tasks to confirm appropriate level and credit for modules;
- confirming that students are assessed fairly in relation to the module specification and regulations and able to reach the required standard;
- confirming the marks achieved by students on modules;
- confirming the award of credit for the achievement of students on modules;
- having the right to see samples of the work of students for each category in the semester assessment (including failure) to ensure that each student is fairly placed in relation to the rest of the cohort, with the right to access all assessed work if required;
- having the right to moderate the marks awarded by internal examiner(s);
- participating as required in any reviews of decisions about individual students taken;
- having the right to be present at the meeting of the faculty/senate in the case of a student dispute;
- reporting after every exam on the effectiveness of the assessments and any lessons to be drawn from them.

The role of the internal examiner will encompass:

- attending the relevant faculty meetings where student assessment policies and procedures are communicated;
- submitting all relevant assessment forms and exam papers at the appropriate faculty;
- attending faculty meetings where assessment results and exam papers are discussed;
- confirming the award of credit to students on modules passed;
- advising the senate regarding student eligibility for progression or award on the basis of accumulated credit;
- ensuring any award specific requirements have been met;
- ensuring that the decisions of the senate/faculty regarding assessment policies and procedures are formally implemented;
- reporting any irregularities regarding examination of a module to the faculty/senate.
- making an annual report on the conduct and efficiency of all external examiners.