



## **GUIDELINES FOR EXTERNAL EXAMINERS**

### **1.0 INTRODUCTION**

The appointments and functions of external examiners for accredited programmes is seen as one of the most effective means of maintaining standards during the period for which the programmes are accredited.

Quantity Surveying Accreditation Council (QSAC) of the Board of Quantity Surveyors Malaysia (BQSM) mandatorily required that External Examiners (EE) shall be appointed by the Higher Education Provider (HEP) conducting courses in Quantity Surveying and those intending to seek accreditation from the BQSM.

### **2.0 APPOINTMENT OF EXTERNAL EXAMINER**

Appointments shall be made by the HEP and it is HEP obligation to ensure that the right people are appointed for the job.

There shall be two (2) external examiners. One shall be selected from experienced practitioners from either the private or public sectors, and another shall be an established academician from a local or foreign HEP. One of these external examiners shall be a Registered Quantity Surveyor (Consultant/Professional QS).

### **3.0 CRITERIA FOR APPOINTMENT OF AN EXTERNAL EXAMINER**

- (i) Qualifications: -
  - a) Registered Consultant/Professional QS (CQS/PQS) with BQSM.
  - b) Post qualification working experience of at least ten (10) years.
  - c) Minimum of five (5) years experience as a Practitioner in Quantity Surveying in a Consulting Quantity Surveying practice **or** in a Government Department of Quantity Surveying **or** as an Academician (full time) in Quantity Surveying programme at accredited HEP.
  
- (ii) An EE shall have appropriate standing, expertise and experience indicated by: -
  - a) Present post and place of work;
  - b) Range and scope of experience in higher education or professional practice; and
  - c) Current and active involvement in academic activities, research or professional practice related to the field of study.



## GUIDELINES FOR EXTERNAL EXAMINERS

- (iii) An academic EE shall have recent external examining or comparable related experience in assessing students. A proposed examiner who has no previous EE experience at the appropriate level, shall be supported by a co-examiner with substantial experience and have either: -
- Other external examining experience;
  - Extensive internal examining experience; and
  - Other relevant and recent experience likely to support the EE's role.
- (iv) Appointments shall be complementary in terms of experience and expertise.
- (v) EE shall be impartial in judgement, and shall not have previous close involvement with the educational establishment concerned, which might compromise objectivity.
- (vi) Over the five years prior to the date of the appointment, the proposed examiner shall not have been: -
- A member of staff, a student, or a near relative of a member of staff in relation to the programme
  - An examiner on a cognate course in the educational establishment.
  - Involved as EE for the course when it was approved by another validating body.
  - The proposed examiner shall not normally and must always declare if he/she is: -
    - Personally, associated with the sponsorship of students on the course;
    - Required to assess colleagues who are recruited as students to the course; and
    - Corporately or personally responsible for students regarding bursaries or other emoluments to students on the course being examined.

### 4.0 PERIOD OF APPOINTMENT

Each term of appointment to be either two or three years so as to ensure that there is an overlapping of appointment period between at least one EE and the new EE so that the former can provide some guidance to the new EE in performing his duties.



## **GUIDELINES FOR EXTERNAL EXAMINERS**

### **5.0 NUMBER OF EXTERNAL EXAMINER**

One from public sector/private sector as a practitioner and one from any HEP conducting courses in Quantity Surveying as an academician but not from the same institution.

### **6.0 DUTIES OF EXTERNAL EXAMINER**

#### **6.1 Assessment of Question Papers**

This is to ensure that: -

- (i) The question papers are of an adequate standard for the level of the course concerned;
- (ii) The standards of the questions are comparable to that of other HEP locally and overseas;
- (iii) The question papers adequately cover the syllabus of the subjects concerned;
- (iv) The questions are understandable by the students, and can be answered within the stipulated time;
- (v) The number of questions to be answered and the marks allotted for the questions are fair and reflect the answers as expected for each question.

#### **6.2 Scrutinizing Answers Scripts**

This is to ensure that: -

- (i) The marks are fairly awarded.
- (ii) The disparity in marking of the scripts is minimized.
- (iii) The answers are of certain standard as expected in terms of presentation and illustrations.

#### **6.3 Scrutinizing the Answer Schemes**

Proposed answer schemes to be scrutinized to ensure that: -

- (i) The answer schemes proposed are proper and adequate.
- (ii) The allocation of the marks proposed in the answer schemes is fairly given.
- (iii) To consider the proposed allocation of marks for Course Work and Examinations.



## **GUIDELINES FOR EXTERNAL EXAMINERS**

### 6.4 Assessment of Students, Projects, Presentation and VIVA

If necessary, the above to be assessed after they have been assessed by the lecturers. Oral VIVA (if any) for the projects/dissertations shall be conducted upon request by HEP.

### 6.5 Other Duties

Include but not limited to the following and as agreed by both HEP and EE: -

- (i) To be given the opportunity to comment on the Management, Development and Resourcing of the course.
- (ii) To attend meetings held by the HEP for purposes of reviewing the curriculum and to recommend improvements and modifications.
- (iii) To advise and assist in any possible way on matters deemed necessary for the betterment of the HEP.
- (iv) To make an overall assessment of the HEP's resources and teaching materials including the availability of spaces, library books, computers, suitability qualified lecturers, etc. and to recommend guidelines for improvement and future development of the HEP.
- (v) To submit a report to the Head of Department of the HEP under confidential cover, concerning the standard of the examination, the assessment and the overall performance of the students in the HEP concerned.
- (vi) To visit any other branch campus of the HEP where the course may be conducted.
- (vii) To make any other recommendations arising from the assessments of the course.



## **GUIDELINES FOR EXTERNAL EXAMINERS**

### **7.0 FEES AND EXPENSES PAYABLE TO THE EXTERNAL EXAMINER**

The Board shall not specify the exact amount of fees but may not limited to the following:

- (i) Honorarium of specific sum per day or part thereof for the duration of the visit.
- (ii) Return business class air fare within Malaysia.
- (iii) Travelling expenses from home to airport.
- (iv) Postage/courier costs of returning examination papers, reports or equivalent.
- (v) Accommodation expenses.
- (vi) Other expenses: -
  - Travelling expenses (taxi/hired/own) vehicles from the place of lodging/work to the HEP. If the EE uses his own/hired vehicle, an appropriate rate used by HEP per km can be claimed from the HEP.
  - Toll charges.
  - Any other expenses incurred by the EE pertaining to duties, if requested by the HEP.

The EE shall submit his claim for fees and charges as stipulated above through the HEP.

### **8.0 TERMINATION OF APPOINTMENT BY HIGHER EDUCATION PROVIDER OR EXTERNAL EXAMINER**

The HEP/EE reserves the right to terminate the services at any time during the period of tenure, if such termination is deemed necessary, by giving one month written notice to the HEP/EE.

### **9.0 RE-APPOINTMENT OF THE EXTERNAL EXAMINER**

- (i) The EE may be re-appointed by the HEP on the recommendation of the department concerned for a term of two academic terms/years.
- (ii) The EE shall not be re-appointed for more than three (3) consecutive terms.



## **GUIDELINES FOR EXTERNAL EXAMINERS**

### **10.0 UNDERTAKING OF THE DUTIES OF THE EXTERNAL EXAMINER**

The EE may recommend a suitable person to undertake his duties during his tenure, if necessary, and this must be approved by the HEP.

### **11.0 PERIODIC VISITS**

- (i) The EE shall be invited to visit the HEP during the tenure of appointment.
- (ii) The HEP shall determine the dates of the visit that shall be agreeable to the EE.
- (iii) Notice must be given if any changes are made with reference to the dates of visit by either the EE or the HEP concerned.

*Prepared by:*

**Quantity Surveying Accreditation Council (QSAC)**  
Board of Quantity Surveyors Malaysia

30<sup>th</sup> NOVEMBER 2020