

University of Saint Joseph

Mbarara (USJM)



EXTERNAL EXAMINATION POLICY

JANUARY 2023

FORWORD

As part of quality assurance, the University shall have both internal and external examiners. This policy stipulates the roles, powers and responsibilities that the University assigns to the external examiners.

This policy applies to external examiners and staff who are engaged in assessment processes involving external examiners. The policy must be applied unless there has been an explicit exemption.

External examiners shall be suitably qualified individuals from an organization external to the University of Saint Joseph Mbarara (USJM). They shall be appointed by the University to ensure that the academic standards of USJM are comparable to those of other higher institutions of learning.

Feedback from external examiners is crucial for achieving successful academic and professional outcomes at USJM. Their appointment shall be in line with the other University policies and procedures.

Any divergence and additional information about this Policy should be discussed in the Office of the Academic Registrar.

VICE CHANCELLOR

University of Saint Joseph Mbarara

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1.0 INTRODUCTION

The University of Saint Joseph Mbarara's determination to deliver quality education makes it an obligation to develop deliberate and coordinated policies to facilitate its desire to maintain high quality and standards by subjecting its programmes and courses to a periodic external examination and scrutiny. The external examination regulations guide is aimed at providing deliberate guidance on the process of identifying and

appointing roles and responsibilities of External Examiners within the confines of the University of Saint Joseph Mbarara (USJM). The Archdiocese of Mbarara (AoM) started a university as part of its mission and mandate to establish educational institutions of different levels to share in the salvific ministry of Christ by being the salt and light to the world. The founders coined the name: University of Saint Joseph Mbarara (USJM), for the university from St. Joseph, foster father to Jesus and the patron Saint of the pioneer St. Joseph Technical School, whose tradition of hard workmanship and community responsive education, USJM is to uphold.

The personal qualities and values of St. Joseph, the worker, such as integrity, hardworking, commitment, are behind this tradition, and the University will uphold them. USJM aims at total orientation and focus on tertiary education that meets community needs and engineers' socioeconomic transformation. It delivers relevant, affordable, high quality, inclusive and community-responsive university education. The University of Saint Joseph Mbarara derives its vision and mission from the Christian understanding of the integral growth of a person.

- i. **Vision:** A leading center for integrated community responsive university education.
- ii. **Mission:** To provide holistic education for sustainable development.

- iii. **Motto:** Foster Excellence and Integrity (*Praestantia et Integritate Foveat*)
- iv. **Slogan:** For and With the Community
- v. **Philosophy:** Community-Responsive and Engaged university education
- vi. **Core Values**
 - a. God fearing,
 - b. Integrity,
 - c. Excellence,
 - d. Accountability,
 - e. Community responsiveness

vii. **Objectives:**

- a. To provide relevant university education.
- b. To promote research and innovation among stakeholders.
- c. To nurture citizens of integrity and sense of common good.
- d. To nurture students with demand-oriented skills.
- e. To promote best practices in institutional governance.
- f. To promote pastoral mission of the church

It is USJM commitment to encourage the development of each individual through education at all levels, stressing in particular the creation/promotion of an environment where intellectual and moral values are priorities. Since the person is at the center of all growth and development, both at individual and societal levels, all members of the community respect each other in an attempt to create an environment of openness and trust. The University is committed to

promoting justice, respect, solidarity, human rights, equality, and environmental protection, both in its own community and society in general.

2.0 DEFINITION OF TERMS

2.1 External Examination

This is an academic undertaking involving assessment and evaluation of teaching/learning of an institution of higher learning by an outside party.

2.2 External Examiner

This is an academic and professional expert from outside the University appointed by the Academic Registrar to contribute towards assurance of quality and standards of awards and ascertain that students are fairly treated throughout the whole process.

3.0 NAME OF THE POLICY

The name of the external examination policy shall be University of Saint Joseph Mbarara External Examination Policy (USJM-EEP).

4.0 OBJECTIVES

- a) To safeguard the quality and standards of the USJM academic programmes and courses' consistency and compliance with the ever-changing global trends;
- b) To protect both the academic staff and students from academic excesses and inadequacies; and
- c) To work together with other universities and institutions of higher learning in upholding academic quality and standards.

5.0 USJM EXTERNAL EXAMINATION GUIDING PRINCIPLE

The rules and regulations that govern the external examination will be guided by the principles of transparency, accountability, reliability, quality, and impartiality.

6.0 ROLES AND RESPONSIBILITIES

6.1 External Examiner

The roles and responsibilities of the External Examiner shall include:

- a) To give an independent and informed opinion on any assessed academic activity;
- b) To recommend to Faculty Boards the adjustment of marks for individual and group work assessed;
- c) To give opinion on the extent to which the overall assessment is in line with the curriculum content coverage;
- d) To make a comprehensive report to the Academic Registrar copied to the Faculty Deans;
- e) To review samples of assessed work so as to advise on the quality, efficiency, and fairness in marking at USJM;
- f) To make a confidential report to the Academic Registrar on any matter considered crucial and sensitive for the academic image of USJM;
- g) To audit samples of graded assessment to confirm the grading standards so as to make appropriate recommendations on the learning outcomes, assessment, and grading practices;
- h) To advise on the enhancements of assessment and grading practices and programme development;
- i) To advise on the content of the courses and programmes so as to ensure that the set examinations are in line with the expected quality, relevancy, and appropriateness; and
- j) To engage in discussions with the academic staff as need may arise during the time of tenure.

6.2 Faculty Deans

The roles and responsibilities of the Faculty Deans shall include:

- a) To outsource/nominate professionals, in consultation with the Faculty Boards and recommend them for appointment as External Examiners;

- b) To ensure that the outsourced/nominated individual meets the USJM criteria for appointment;
- c) To establish procedures to ensure that assessments as well as examination question papers and answer scripts are properly reviewed at the faculty level before they are submitted for moderation by the External Examiner;
- d) To provide the External Examiner with the necessary materials as indicated hereunder:
 - i. Question papers,
 - ii. Answer scripts,
 - iii. Marking guide,
 - iv. Course content,
 - v. Course outline,
 - vi. Mark sheets, and
 - vii. Green pen.
- e) To provide written responses to the Academic Registrar about the recommendations arising from the External Examiner and the strategies the Faculty will use to address any arising issues.

6.3 Academic Registrar

The roles and responsibilities of the Academic Registrar shall include:

- a) To appoint the recommended External Examiners;
- b) To ensure that reports made by the External Examiners are distributed to the Faculty Deans as well as Director of Quality Assurance;
- c) To review all reports submitted by the External Examiners and to follow up their implementation by the Faculty Deans;
- d) To ensure that the External Examiners are paid after submitting their reports; and
- e) To report to Senate any major issues identified by the External Examiner.

7.0 ELIGIBILITY

To be appointed an External Examiner at USJM, the following must be taken into consideration:

- a) Prospective candidate has to be of good **standing**.
- b) Prospective candidate has to be a Practising Academician at the level of a Senior Lecturer from a recognised institution. Former USJM staff may only be considered after 5 years have elapsed.

8.0 APPOINTMENT PROCEDURES

The Faculty Dean has the responsibility to outsource/nominate qualifying persons willing to serve as USJM External Examiners. The identified persons shall be asked to submit their curriculum vitae.

- a) The Faculty Board shall scrutinise the particulars of the individual candidates to establish their suitability; and recommend the suitable candidates to the Academic Registrar for appointment.
- b) The appointment of an External Examiner may be done for a period of three years, renewable only once.
- c) The External Examiner may be appointed on a new term only after resting for a period of at least one year.
- d) The appointed candidate shall submit a written acceptance letter to the Academic Registrar.
- e) The appointed candidate shall be required to declare conflict of interest if any.

9.0 FACILITATION

The External Examiner shall be facilitated as indicated hereunder:

- a) In case of those travelling from abroad, the following shall be provided:
 - i. Economy air ticket;
 - ii. Transport refund for inland travel from the airport to the Campus and back;

- iii. Honorarium and subsistence allowance as may be determined from time to time; and
 - iv. Timely payments according to USJM terms and conditions of payment after the execution of the task given and submission of relevant reports.
- b) In case of those living in Uganda, the following shall apply:
 - i. Transport refund to and from his/her place of abode;
 - ii. Honorarium and subsistence allowance as may be determined from time to time;
 - iii. Timely payments according to USJM terms and conditions of payment after the execution of the task given and submission of relevant reports.
- c) Other provisions:
 - i. All the necessary and relevant materials and tools for the exercise; and
 - ii. An office space.

10.0 TERMINATION OF APPOINTMENT

The appointment of an External Examiner may be terminated according to, but not limited to the following:

- a) Failure to produce timely reports;
- b) Failure to comply with USJM academic regulations;
- c) Self-conduct contrary to USJM mission, vision, objectives and core values;
- d) The External Examiner may terminate his/her own appointment owing to conflict of interest or other justifiable reasons.

In case of termination, the competent authority shall write a letter to the concerned External Examiner asking him/her to show cause as to why the termination should not be preferred against him/her within a period of five (5) days.

The final decision to terminate External Examiner’s appointment lies in the Senate

11. EXTERNAL EXAMINERS REPORT

External Examiner shall submit a complete report within a period of seven (7) days from the completion of the work, submitted to the Academic Registrar. The report shall be made in such a way as to facilitate academic reviews and decisions.

The External Examiner’s report shall confirm whether programmes/projects and courses that have been assessed comply with USJM curricula, policies, rules, and regulations.

12. AMENDMENT OF THE MANUAL

The manual is subject to amendment from time to time by relevant authority.

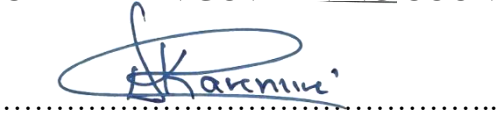
The manual was approved by the University of Saint Joseph Mbarara (USJM) Council on this..... day of

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Rev. Fr. Gervase Nsekanimanya Diido

CHAIRMAN GOVERNING COUNCIL



Rev. Fr. Dr. Deus M Karemire (PhD)

VICE CHANCELLOR