

The procedures and regulation pertaining to the internal examiner

First: Aim of the regulation pertaining to the internal examiner:

The aims of the internal examiner regulation is:

- 1- To ensure meticulous and trustworthy criteria, prior to conducting examinations, to assess the performance of the students.
- 2- To make available background feedback from the internal examiner, regarding the quality of the examination, its fairness and its compatibility with the level of the students, before conducting the examination.
- 3- Ensuring continuity in improvement and development in the criteria applied in the evaluation of the academic performance of the students.
- 4- Ensuring the extent of the accuracy and the suitability of the examination, for measuring the outputs defined for the module and the subject of the examination.

Second: The mechanism for selecting the internal examiner:

The selection of the internal examiner for each module in the curricula, shall be made by the examination committee, and its decision shall be final, without interference from the teacher of the subject matter, whose examination was being assessed.

This selection shall be made at the beginning of the first term of the academic year, and the examination committee shall inform the internal examiner of the modules, for the evaluation of which they had been selected.

In the selection of the internal examiner, the following conditions must be observed:

- That he shall be employed in the same college (faculty) as a full-time teacher, and, if he was working as part-time teacher, it is a condition that he shall have been affiliated to the faculty, in such capacity for at least three years.
- That the rank of the internal examiner should not be lower than the rank of the teacher who formulated the questions of the examination, or that he should have acquired long experience in teaching the same specialization.

- That the internal examiner shall be from the same specialization/branch of law, to which the module of the evaluation examination, belongs.
- That he shall abide by the same evaluation procedures, in accordance with the schedule prescribed and applied by the faculty, as far as procedures and the time-element are concerned.

Third: Responsibilities and jurisdictions of the internal examiner:

The responsibilities of the internal examiner shall be confined to the evaluation of the first and the second examination on the module topic, where the examination committee shall furnish him with the question papers, addressed to the students, together with a copy of the standard form of the internal examiners' report, prior to holding the examination. The internal examiner shall be obligated to study these questions and, to fill out the standard report, which shall be forwarded to the teacher of the module. (provider of the questions).

As for the jurisdictions of the internal examiner, in evaluating the prescribed examination, they include the following:

- a- To express opinion regarding the extent of the appropriateness of the questions, in comparison with the learning abilities of the students and, their applied skills.
- b- The extent of the suitability of the questions, for measuring the designed aims from the material, and, its links, direct or indirect with these objectives and outputs.
- c- The extent of the accuracy in allocating grades (marks) to the questions asked.
- d- The extent of the suitability of the time allotted for answering the questions, the difficulty of the questions and, the size of required answers.
- e- General evaluation and observations.

On all the aforementioned items, the internal examiner may render observations and introduce amendments, after consultation with the internal examiner, and in the presence of the teacher of the module and, the chairman of the examination committee. However, it is not permissible for the internal examiner, individually, to introduce amendments, in order to safeguard the special position of the teacher of the course and, his relations with his student body.

Four: Procedure for evaluating the examination by the internal examiner:

- 1- The examination committee shall receive the papers containing the questions, for the first examination, from the teachers, in the fifth week preceding the holding of the examination week. The act of receiving the questions shall be collective, and, in accordance with written minutes. The questions shall be in carefully sealed envelopes.
- 2- The internal examiner shall conduct a review of the examination paper, within 48 hours from receiving the envelope addressed to him, and shall return it to the examination committee, accompanied by the report of the internal examiner, after filling it out in the proper manner.
- 3- The chairman of the examination committee shall return the papers to the teachers of the module, with a copy of the report, with a view to enabling him to take cognizance of the observations contained in the report. In case of non-compliance with the said observations, the matter shall be resolved by discussion of the observations with the teacher of the course and, the internal examiner and, in the presence of the chairman of the examination committee.
- 4- In case of the non-compliance of the internal examiner to return the papers, within the specified period of time, he shall be informed, orally, by the chairman of the examination committee to return the papers. He shall be given 12 additional hours, and if he should fail to do so within the additional hours, the papers shall be returned for discussion at the Faculty Council.
- 5- The same procedures shall be followed in the evaluation of the second examination, taking into consideration that the delivery of the papers containing the exam questions, shall be made to the chairman of the examination committee, in the eleventh week of the academic term.
- 6- The examination committee shall present a comprehensive overview of all the observations and the amendments, which shall be distributed to all teachers of the modules.