

Procedures Pertaining to Regulation Of The External Examiner

First: The aim of formulating a regulation for the external examiner

The regulation pertaining to the external examiner, which the faculty of law has been formulating, aims:

- 1- To ensure the availability of meticulous and trustworthy criteria, through which to conduct a just and equal evaluation of the performance of students in the examinations.
- 2- To ensure continuity in improving and developing criteria for evaluating the performance of the students, where the external examiner alerts -wherever possible- to the points of weakness and deviation in the regulation governing evaluation of the students.
- 3- To make basic reference to a neutral external quarter, working independently of the providers of the program, which would bestow a higher degree of credibility and trust on the evaluation criteria and, which are regarded as an important part of the program.

Second: Mechanism for selecting external examiner:

The selection of an external examiner, for each branch of law, within the program, shall be carried out through proposals in writing to be presented by the examination committee to the council of the faculty of law, during a period not to exceed the end of the second week, from the start of the first term of the academic year. This shall be done after the examination committee had consulted the persons whose names had been nominated in those proposals and, in oral consultation with the coordinators of the material, whereupon the council shall study those proposals and deliberate on them, before their adoption. The Dean of the faculty shall, subsequently send the necessary letters informing the external examiners of their selection as external examiners, for each of the branches in the curricula of the program. Subsequent to that, a copy depicting the contents of the program and, a brief on the overall program, shall be sent to every external examiner.

A condition for selecting an external examiner shall be contingent on taking into account the following:

- The need for the external examiner to be employed at an educational establishment, having the same specialization and level which the faculty of law offers, or higher.
- That the external examiner shall have obtained an academic level not less than the degrees possessed by the professors whose work was to be evaluated; or; that he shall have acquired long experience in the field of teaching law, in addition to having assumed some administrative posts at law faculties.
- That he shall be committed to carrying out the evaluation, in accordance with the schedule, in effect, at the law faculty, in as far as procedures and timing are concerned.

Third: the responsibilities and jurisdictions of the external examiner:

The responsibilities of the external examiner shall be restricted to an evaluation of the final examination of the students, where he would be provided with a sample of 10% to 20% of the student papers in the final examination, in order that he may review his evaluation of the examination, from the aspects of questions, standard answers, distribution of grades, extent of accuracy in the evaluation, and, the granting of grades, in addition to a copy of the latest syllabus.

As for the jurisdiction of the external examiner in his reevaluation, it shall include:

- A curve by an extent of degrees below that of the grades granted to the student, in which case a review shall be carried out with the teacher of the module, by the dean of the faculty and, the coordinator of the material, after reviewing the standard answer, and comparing it with the answer of the student.
- Curve by more than 5 grades from the grade granted to the student, in which case, the grade shall be reevaluated by the faculty dean and, the coordinator of the material, in the presence of the external examiner. This shall be done after reviewing the standard answer and, comparing it with the grade of the student and, in all circumstances, the persons mentioned above, may take a decision adopting the grade specified by the external examiner. But, such an amendment cannot be made individually by the external examiner, in order to safeguard the individuality and the judgment of the teacher of the module.

Four: procedures pertaining to reevaluation by the external examiner:

During the two weeks following the end of the academic term, the examination committee shall:

- Receive samples of the work of the students (10%-20%), attached to a sample of the questions and, a standard model answer, together with the distribution of grades from the coordinators of the material and, an acknowledgement of such receipt, in writing.
- Sending samples of answers received to the external examiners, during the same period, by mail or by hand, and to authenticate such receipt in writing, provided that the sample shall be accompanied by a model (standard) form of the report by the external examiner, designated by the faculty.
- The external examiner shall be granted a period of one month for sending the answer and, expressing his opinion regarding the samples which had been sent to him. The external examiner shall fill out a standard form of an external examiner's report, attached to the papers which had been sent to him for evaluation and return the papers in their totality.
- In case a reply had not been received from the external examiner, during the specified period, he shall be granted a grace period of ten days, after contacting him by the chairman of the examination committee. If the extension period had

not been observed, the papers shall be returned for deliberation at the faculty council.

- In case an external examiner wished to send an additional confidential (secret) report, he shall address such report in writing to the faculty dean directly or, through the electronic mail prescribed on the model report of the external examiner.
- All the reports incoming from the external examiners inside the examination committee shall be discussed, and the module instructors will be given short briefs on them, which include the comments and amendments deemed suitable by the committee.
- In addition to undertaking a reevaluation of the mark (grade) given to the student according to the criteria set forth in the foregoing paragraphs, the external examiner has the jurisdiction (right) to express his opinion on a number of other points, including:
 - a) The quality level of the examination insofar as the method of presenting the questions, and their compatibility with the aims and outputs of the module, and its suitability to the standard of the students.
 - b) Reference to the points of weakness and strength of the examination in general.
 - c) Reference to the fairness of allocated marks, in terms of the questions, in addition to offering comments on the number of questions and the extent that they reflect and cover the syllabus.
 - d) Reference to any errors in correcting the examinations, whether material or objective errors.

Final evaluation and general comments.