



KMTTC is ISO 9001:2015 Certified

Kenya Medical Training College



**HIRING & PAYMENT OF EXTERNAL EXAMINERS
POLICY**

MAY 2019

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PREFACE

On behalf of the Kenya Medical Training College (KMTc) Board of Directors, I am delighted to approve this Policy for use by Management. The KMTc Board is determined to improve access to and equity of quality medical training and to ensure that the institution plays its role in the realization of Sustainable Development Goals (SDGs), Vision 2030, health sector policies and the government agenda on the “Big Four”. The Board continues to realize the set milestones which contribute to improving the quality and quantity of essential health care providers. Inadequate numbers of skilled care providers have had a negative impact on efforts to expand access and improve the quality of health services. This situation is compounded by continued high prevalence of communicable and non-communicable diseases in the country.

Towards this end, the KMTc Board of Directors under my leadership is determined to critically address the task of defining long-term strategies for addressing the constraints to training and development of quality health care providers through:

- i. Improved policy and corporate governance for enhancing accountability and decision making.
- ii. Enhanced access, quality, relevance and equity in medical training.
- iii. Prudent resource utilization and good infrastructural management.
- iv. Increased visibility of Kenya Medical Training College nationally and internationally as a premier institution focusing on training, research and consultancy.
- v. Improved resource base, partnership and linkages.

Continuous improvement and quality assurance of academic programmes are necessary ingredients to maintaining KMTc as a global frontrunner in provision of healthcare education in the various fields. To this end, this Policy aims at ensuring that Hiring of External Examiners and moderators measures up to international best practice and that those appointed to these positions are persons renowned for academic excellence in the respective areas of expertise. This Policy outlines in great detail the processes, procedures and guidelines that shall inform such engagements.

I believe successful implementation of the Policy will be realized through total commitment of the entire staff, students and other key stakeholders.



Prof. Philip Kaloki, MBS,

Chairperson, KMTc Board of Directors.

FOREWORD

The quality of moderation of examination in Colleges and Universities worldwide is always guaranteed by external examiners to provide independent opinion on the standards of examination and results awarded to students.

External Examiners support KMTc Academic Departments to monitor the standards of the awards. They act as independent and impartial advisors providing institutions with informed comments on the standards set and student achievement in relation to those standards. External examining is an integral and important part of Institutional Quality Assurance.

The purpose of external examining is therefore;

- i. To verify that standards are appropriate for the award or award elements which the External Examiner has been appointed to examine,
- ii. To assist the College in the comparison of academic standards across higher education awards and award elements, and
- iii. To ensure that their assessment processes are fair and are fairly operated and are in line with the College's examination policy and regulations.

It is therefore paramount to establish system and standards of engagement of such external examiners to make our examination system more effective while having the required quality controls.

This Policy is therefore formulated to provide guidelines on engagement of External Examiners.



Prof. Michael Kiptoo,

Chief Executive Officer.

VISION

A model institution in the training and development of competent health professionals

MISSION

To produce competent health professionals through training and research, and provide consultancy services

CORE VALUES

Accountability

Integrity

Responsiveness

Equity

Teamwork

Professionalism

Creativity and innovation

1.0 INTRODUCTION

External Examiners support KMTC Academic Departments to monitor the standards of their awards. External Examiners act as independent and impartial advisors providing institutions with informed comment on the standards set and student achievement in relation to those standards.

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- iii. To ensure that their assessment processes are fair and are fairly operated and are in line with the College's Examination Policy and regulations.

1.1 Policy Statements

The following statements are in line with the provisions of the qualifications and quality assurance (KMTC Act and Statutes and Ministry of Health Quality Assurance).

- i. The College is responsible for the assessment of learners and the maintenance of programmes and standards that accord with national standards.
- ii. Students should be assessed using published criteria, regulations and procedures which are applied consistently.
- iii. The external examining process is a quality assurance mechanism that supports public confidence in KMTC academic qualifications.
- iv. The following principles underpin this External Examining Policy;
 - a. The integration of the External Examining Policy with other relevant institutional policies, such as Academic Standards and Assessment Regulation.
 - b. An External Examiner is an independent expert within a program's fields of learning, whose accomplishments attest to his/her likelihood of having the authority necessary to fulfil the responsibilities of the role. The appointment of program externals should consider the range of expertise and discipline diversity within the department.

2.0 CRITERIA FOR NOMINATION AND APPOINTMENT OF EXTERNAL EXAMINERS

- i. The primary criterion for appointment of External Examiners nominated for appointment should be a person of academic or professional distinction, who is qualified to teach a particular program(s).
- ii. External Examiners should be drawn from academic field and where appropriate from business, industry and professional practice. External examiners drawn from business industry or professional practice should be of senior standing in their fields.
- iii. Academicians may be nominated from national and international higher education institutions and universities. The College will seek to draw nominations from a variety of institutions and within a single discipline so as to avoid multiple nominations from the same institutions. External Examiners may not be appointed from institutions which are collaborative partners.
- iv. An External Examiner drawn from academic life should hold an academic qualification, in the appropriate discipline, to an equal or higher level than that of the program to which he/she has been nominated. In general only persons associated with degree and postgraduate examiner drawn from industry should have current and recent active involvement in research/professional/consultancy activities in the field of study concerned.
- v. The College will take due cognizance for the desirability of gender balance when nominating teams of External Examiners.
- vi. External Examiners will be appointed in line with the provisions of clause 3.2 (ii).
- vii. The Principal of a Campus in consultation with heads of department and program coordinators and collaborating partners where appropriate, will nominate the External Examiners to the registrar for ratification (Appendix I) having regard to the requirements of the program and discipline area, the need for independence, and avoidance of conflicts of interest. These recommendations are required to have regard to the reviews of relevant external bodies and the industry liaison board for each Academic Department and Constituent Campus.
- viii. The Registrar will review the nominations for External Examiners and make recommendations for formal appointments to the Academic Board. The College making the nomination will be invited to attend the relevant meeting of the committee. External examiners have to be approved by the Academic Board.

2.1 Role and Responsibilities of External Examiners

- i. The role and responsibilities of the External Examiner is to assure standards both in the relevant modules and in the overall award, subject to the requirements of the KMTC examination regulations.
- ii. The extent of the External Examiner's authority should be clearly communicated to all stakeholders, and should include inter-alia:
 - a. That they are entitled to meet students on programs or parts of programs they are examining.
 - b. That they may request any evidence they need to judge the quality and appropriateness of assessment and to assure themselves that assessments are testing the intended student-learning outcomes of the program.
- iii. The External Examiner will prepare and submit an end of year report to the registrar. A template for the External Examiners report is included in appendix II.
- iv. The main functions of the External Examiner (or External Examiner team) are:
 - a. To be familiar with the intended program learning outcomes.
 - b. To probe the actual attainment of learners (actual program learning outcomes) using information agreed with and supplied by the College.
 - c. To review the program assessment strategy and procedures, and proceeding from here to probe subsidiary assessment strategies.
 - d. To review key-assessment tasks, especially in modules that are assessed in part or in full by continuous assessment.
 - e. To report findings and recommendations to the CEO.
- v. External Examiner reports will be considered at all appropriate organizational levels, in particular at Faculty, Departmental and Academic Council level. Actions arising from the report will be recorded, communicated to learners, and other staff as appropriate. External Examiner reports and the Departments summary of the same will be provided to the Registrar's office for forwarding to Academic Council.
- vi. The External Examiner reports and the faculty /departmental / campus response will contribute to the quality management system procedures of teaching, learning and student assessment.

2.2 Responsibilities of the College to Support Performance of the External Examiners Duties

- i. The Head of Department will ensure that support is made available for the External Examiners, include;
 - a. Provision of program documentation and the academic standards and assessment regulations in relation to the programs and the institute.
 - b. A representative sample of the assessment materials.
 - c. Staff availability.
- ii. The College will publish the name and primary occupation of the External Examiners for each of its higher education and training programs together with the date of appointment of the External Examiner.
- iii. Each External Examiner will be provided with an induction/training workshop following his/her appointment. This will include;
 - a. The principles of learning outcomes, criterion referenced assessment.
 - b. Outline the College's Policy on external examining including the reporting requirements
 - c. Outline of the mission of KMTC and place it in context with the Ministry of Health's Quality Assurance Standards.
 - d. Need for comparison of the program standards with similar programs with which they are already familiar.
 - e. Outline the overall structure of the program.
 - f. The program assessment strategy.
 - g. How the program standard relates to the award standard and how the award standard relates to the national framework of qualifications in the health sector.
 - h. The program assessment procedures and explain the grading system and how awards are classified.
- iv. An External Examiner will be facilitated in providing verbal, written, informal and formal feedback. Formal feedback in the format of a written report will constitute the official record.
- v. The External Examiner will be provided with a timely, considered response to his/her comments and recommendations, including information on any actions taken by the College or by the Principals by the 31st December each year. Completion of the Faculty/Head of Department of the External Examiner report form (Appendix II) shall comprise the response to be returned to the External Examiner.

2.3 Duties of the External Examiner

- i. To recommend approval or make such recommendations for amending examination papers as deemed appropriate, in order to ensure the consistency and fairness of the assessment and maintain academic standards.
- ii. To visit the College once in each academic year. This visit will normally take place at the time of determination of final results. An external examiner may also be requested to attend an examination board where marks from repeat assessments and/or review/rechecks are being considered.
- iii. To sign the official record of marks as provided by the College.
- iv. To prepare an end of year report for the College, addressing the maintenance of academic standards, classification of awards and the comparability of standards with other relevant institutions as per the External Examiners report form (appendix II).
- v. The External Examiner will;
 - a. Review the drafts of all examination papers, outline solutions and marking schemes for all assessment sessions.
 - b. Review the continuous assessment guidelines (whether for part or for 100% of the module). Examples of continuous assessment guidelines may include project brief, lab requirement.
 - c. Review the continuous assessment strategy and in particular the repeat continuous assessment strategy
 - d. Ensure adequate evaluation of the achievement of the learning outcomes from the programme.
 - e. Agree with the Internal Examiner on the final form of the examination papers and the continuous assessment brief and requirements.
 - f. Agree with the Internal Examiner the criteria for the selection of the sample assessment material
 - g. Recommend to the Examination Board, the final marks to be awarded to a student
 - h. Review borderline cases.
 - i. If requested, to carry out a review of marks awarded in any assessment in accordance with the College review procedures.
 - j. Contribute to an annual review of assessment procedures to affect continuous improvement in the process.
 - k. Share experience of good practice in learning and teaching.
- vi. Special arrangement in relation to oral examinations:
 Where oral or performance based examinations constitute a substantial part of the assessment procedure, the Internal Examiner and External Examiner shall together examine the candidates concerned. The Internal Examiner and the External Examiner may agree that, where special circumstances so require, the assessment be conducted in the absence of the External Examiner, provided a third person is in attendance as a witness.

3.0 GUIDELINES ON HIRING AND PAYMENT OF EXTERNAL EXAMINERS

- i. Contracting of External Examiners and consideration of their reports are key elements of Kenya Medical Training College's quality assurance framework, providing essential external confirmation that the standards of the College's awards are secure. At the same time, the College wishes to engage External Examiners in a targeted and effective way to ensure clarity and cost-effectiveness.
- ii. It is important to the College that:
 - a. There is sufficient coverage of credit-bearing awards by appropriately qualified External Examiners.
 - b. External Examiners' terms of office are clear and unambiguous.
 - c. The College complies with legal requirements related to External Examiners' right to work in Kenya.
 - d. External Examiners are not expected to take on an unreasonable workload.
 - e. The fees paid to External Examiners provide fair recompense for the work undertaken, and is regular and predictable.
 - f. The fees paid to External Examiners is fair to the College and not unduly difficult or expensive to administer.
- iii. The Policy is to apply to all appointments of External Examiners for the College.

3.1 Number of External Examiners

- i. The College's normal position is that each basic Diploma/Certificate Program or pathway where the student numbers exceed 1,500 Faculty Teaching Equivalent (FTEs) will have a Chief External Examiner. For post basic programs with 50 FTEs leading to a Higher Diploma, an additional External Examiner will be appointed. This is to ensure that the External Examiners can give appropriate time to their roles. The existing process will be used to approve nominations.
- ii. The College will consider appointing more than one External Examiner for a programme or pathway of fewer than 150 student FTEs (50 student FTEs for a HND 's programme) where there is a compelling case related to:
 - a. The subject mix of the programme, or of any constituent pathways, as confirmed by Academic Board through the appointments process, on the advice of the CEO;
 - b. The requirements of external regulatory bodies, as confirmed by Academic Board, through the appointments process, on the advice of the CEO; and
 - c. The academic needs of a HND programme, where there is likely to be a heavy workload on the External Examiner, in which case the minimum number of students to be examined may be set at between 12 and 50 FTEs as appropriate, with the explicit approval of the CEO.

3.2 External Examiners' Terms of Office

- i. The dates of an External Examiner's term of office are determined by the Academic Board.
- ii. External Examiners will be appointed for a term of three years, with the possibility of a one-year extension to support continuity in exceptional circumstances. Where a current External Examiner agrees to take on additional responsibilities, no automatic extension of his or her term of office will be agreed, and no extension will be permitted if, in consequence, the term of office will be extended beyond five years.

3.3 Guiding Principles for Contracting External Examiners

3.3.1 External Examiners in theory examination

- | | | | |
|------|---|---|---------------------|
| i. | One subject Paper (50 -1,500) Students | - | 1 External Examiner |
| ii. | Two subject Papers (50 -1,500) Students | - | 2 External Examiner |
| iii. | Three subject Papers (50 -1,500) Students) | - | 3 External Examiner |
| iv. | Fours subject Papers ((50 -1,500) Students) | - | 4 External Examiner |
| v. | Five subject Papers ((50 -1,500) Students) | - | 5 External Examiner |
| vi. | Six subject Papers ((50 -1,500) Students) | - | 6 External Examiner |

3.3.2 Arrangement for the payment of External Examiners' fees

Payment will be authorised on the submission of the External Examiner's annual report. Advance payments will not be made without the express permission of the CEO.

3.3.3 Payment of External Examiners

- i. The following payments will be made the External Examiners
 - a. Basic payment.
 - b. Payment for moderation of marked scripts.
 - c. Payment for conducting practical/clinical examination.
 - d. Payment for marking of research project.
- ii. Script refers to a College examination answer booklet presented to the examiner for the purpose of marking and scoring.
- iii. Any other payment/s in respect to external examiner, contracted out of a given campus, will be subject to existing College rates.
- iv. When contracting external examiners there is need to have them participate in all aspects from setting of examinations through moderation, marking and finally submitting a written report to the College.
- v. One external examiner will represent other examiners at College examination secretariat.

3.4 Moderator appointment and duties

3.4.1 Nomination and Approval of Appointments

- i. Moderator appointments shall be made by the CEO, drawn from the Faculty or as a result of nominations received by accredited institutions or sourced through the College's equivalent Quality Assurance procedures.
- ii. In all cases permission for the nominee to act as Moderator or Moderator Designate shall be obtained from the relevant department/ Principal as agreed with the accredited institution.
- iii. All nominees will be required to submit a full Curriculum Vitae and nomination form for consideration and approval by the Head of Department of the taught program.
- iv. All Moderators would be expected to meet the following criteria:
 - a. Significant experience and a high level of skill in the area of learning and teaching.
 - b. Full membership of the respective profession.
 - c. Broad expertise in the subject area/delivery method of the validated scheme(s) of study and to hold an academic qualification at an equivalent or higher level than the validated scheme(s) of study.
 - d. Excellent interpersonal and communication skills.
 - e. Experience of validation/collaborative arrangements.
- v. Moderators shall normally be appointed for a period of three years, with the possibility of re-appointment for up to a further two years only in instances where the scheme is running down.
- vi. Newly appointed Moderators will receive an induction and if necessary less experienced moderators will be assigned a Mentor.
- vii. Where a Moderator is appointed for an existing scheme of study/department, a hand over meeting will be arranged between the outgoing and incoming Moderator.
- viii. The annual monitoring procedures and periodic review shall be an opportunity for an independent assessment of the effectiveness with which a Moderator is discharging his/her duties.
- ix. Moderators are responsible for availing themselves of appropriate induction and training opportunities and for attending the annual moderators conference and meeting, or one of the regional meetings (unless exceptional circumstances arise which prevent them from doing so).
- x. Should the Moderator be in a situation of possible or perceived conflict of interest in relation to his/her duties (e.g. acting as a paid advisor) then such circumstances shall be reported immediately to the Principal of the Campus.
- xi. Moderators are responsible for bringing to the attention of the College any existing or changed circumstances which may cause a potential or actual conflict of interest.

3.4.2 Duties and Functions of a Moderator

- i. A Moderator is charged with:
 - a. Quality enhancement and programme development role for the College and its scheme(s) of study.
 - b. Responsibility to report to the College Examination Board as to whether practices and procedures at the Examination Centre (in various campuses) equate to those pertaining to the College itself and that adequate resources are in place.
- ii. The Moderator has the following responsibilities with regard to the examination and assessment procedures:
 - a. Assisting with proposals and review of External Examiner nominations;
 - b. Assisting with External Examiners induction;
 - c. Where requested or required, assist with the preparation of draft examination papers (in order to ensure that they are at the correct levels etc.) prior to their approval by the External Examiner(s);
- iii. In order to fulfil these obligations, a Moderator is required to pay particular attention to the following:
 - a) Programme specification and module descriptors;
 - b) Assessment practice and procedures;
 - c) Developments to the scheme of study;

- d) Learning and teaching strategies;
 - e) Physical resources and their enhancement (and disabled access to the same);
 - f) Staffing and staff development;
 - g) Student feedback; regular meetings with students should be held wherever possible;
 - h) External Examiners' and Moderators' reports;
 - i) Student handbook and other information provided to students.
- iv. In the event of any specific difficulty arising which is a cause of concern to a Moderator (e.g.: relating to the governance or management of an examination centre) then such concerns shall be reported to the College Examination Board for appropriate action.
 - v. Whilst it is envisioned that such a situation will not arise, a Moderator who fails to complete their duties appropriately will be reported to the CEO. Depending on the nature of the concern, CEO may issue a warning or terminate an appointment.

4.0 POLICY IMPLEMENTATION

4.1 Implementation Date

This Policy takes effect on the date it is approved by the KMTC Board of Directors.

4.2 Monitoring and Evaluation

- i. The College shall conduct monitoring and evaluation of the effectiveness of this Policy in line with the Monitoring, Evaluation and Reporting framework.
- ii. The College shall:
 - a. Develop and maintain strategies and mechanisms for monitoring and evaluation of this Policy.
 - b. Undertake regular check on implementation of the Policy.
 - c. Carry out annual evaluation on the implementation of the Policy.
 - d. Use the information for planning and management.
 - e. Propose potential areas for review.

4.3 Review

The Policy will be reviewed after every five (5) years or earlier as need arises with an aim to enhance efficient delivery of effective outcomes.

APPENDIX: I NOMINATION FORM FOR APPOINTMENT OF EXTERNAL EXAMINER

Programme Title	Programme Code

Term of Contact	From	To	New Contract	Extension of Original Contract

*(If extension of original contract, please indicate reason why)

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Nominee	
Name	
Address	
Contact Number	
Email Address	
Academic/Professional Qualification (Attach CV)	
Previous Experience as External Examiner	

Nominated by: _____ Date: _____

Principal/Head of Department

Please forward completed form to Registrar's Office

Received in Registrar's Office _____

Recommended Quality Assurance and Improvement of College Examination Secretariat

Approved by Registrar _____

Contract Issued

Signed: _____
CEO

Date _____

APPENDIX II: EXTERNAL EXAMINER REPORT & ACTION

This Report should be forwarded to the CEO, two weeks before declaration of examination results

Name of External Examiner		Academic Year	
Date of Visit		College/Department	
Module(s)/Programme(s) for which Report is Presented:			
Programme Title		Modules Examined:	
Programme Title		Modules Examined:	
Programme Title		Modules Examined:	
Programme Title		Modules Examined:	
Programme Title		Modules Examined:	
Collaborative Programme Y/N		Collaboration Partner	

External Examiner Report & Action (Cont')

FEF	For External examiner Use	Programme Board Response	Action
4.0	Comments		
4.1	General Comments on the assessment and examination		
4.2	Recommendations in relation to issues arising from your report		
	Signed		
FER	For External Examiner Use- please tick box as appropriate	Examination Board Response	Action
3.0	Standards Affirmation		
3.1	<p>Would you describe the standards achieved by candidates in comparison with programmes in other institutions with which you have experienced as being</p> <p>Higher <input type="checkbox"/> Similar <input type="checkbox"/> Lower <input type="checkbox"/></p> <p>Comments/Further details</p>		
3.2	<p>Did the assessment design and tasks relate well to the learning outcomes and enable learners to demonstrate achievement of the outcomes?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments/further details</p>		
3.3	<p>In your view, has the assessment and determination of awards process been fairly conducted?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments/further details</p>		

Academic Board Quality Assurance and College Examination Secretariat Comment:

Signed: Date:

Approved by Registrar	Date:	Copy sent to External Examiner	
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APPENDIX III: EVALUATION OF EXTERNAL EXAMINER REPORT & ACTION

External Examiner Report Received	Date:	Copy to Principal/Head of Department	Date:
Copy to collaboration partner	Date:	Collaborative Partner Received	Date:
Collaborative Partner Comments Signed: _____ Date: _____			
Principal/Head of Department Comments: Signed _____ Date: _____			
Principal/Head of Department Response: Signed _____ Date: _____			
Returned to Registrar	Date:	Sent to Academic Board Quality Assurance and College Examination Secretariat	Date:

APPROVAL

Title : Hiring and Payment of External Examiners Policy

Contact : Deputy Director Academics

Approval Authority : The Board of Directors

Commencement Date : May 2019

SIGNED



Prof. Philip Kaloki, MBS,
Chairperson, KMTC Board of Directors.

15th May 2019

Date



KMTC is ISO 9001:2015 Certified.

Kenya Medical Training College

PO BOX 30195-00100

Nairobi, Kenya.

Tel: 020-2725711/2/3/4

0737-352543 | 0706-541869 | 020-2081822/23

Website: www.kmtc.ac.ke

Twitter: @Kmtc_official

Facebook: @KMTCoofficial