

# University of Dar es salaam

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*Office of the Deputy Vice Chancellor  
Academic*



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## Reviewed Regulations on External and Internal Examination Processes

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## Introduction

The 297<sup>th</sup> Senate Meeting held on 20<sup>th</sup> December 2012, approved new regulations for External and Internal Examinations processing. The new regulations have reduced the number of visits of External Examiners from three to one in a period of three years. Furthermore, an Independent Internal Examiner is to be appointed to work on detailed scrutiny of examinations scripts. The Terms of References for External Examiners have changed. Moreover, External Examiners have been assigned more time to spend at the University during their visit. Independent Internal Examiners will assess student performance in examinations and fairness in marking at the end of each semester. The new system is expected to improve Quality Assurance of the examination process by making better use of experienced External Examiners while using internal resources to scrutinize scripts. This document provides details of the newly approved regulations.

## Regulations on External and Internal Examiners

- (i) All University Examinations shall be evaluated by both External Examiners and *Independent Internal Examiners* (IIE).
- (ii) External Examiners shall be appointed by Senate for a period of three years but visit the University only once for an extended period of up to ten days. The External Examiner may serve for a maximum of two consecutive terms only.
- (iii) Terms of Reference for the External Examiner shall be to;
  - a. Conduct a comprehensive evaluation of curriculum content and delivery,
  - b. Assess curriculum coverage and relevance of course materials,
  - c. Assess teaching and learning environment and resources,
  - d. Find the extent of realization of learning objectives and outcomes,
  - e. Moderate Examination papers annually

- f. Prepare a comprehensive report at the end of the appointment period
- (iv) Heads of Departments shall be required to submit the following items to the External Examiners;
  - a. Samples of marked examination answer scripts arranged in serial order as per the results sheets
  - b. Examination question papers
  - c. Detailed marking schemes
  - d. Course contents/syllabi
  - e. Examination results sheets signed by the instructors
  - f. A brief statement by the course instructor on the performance of the students in each course
  - g. University Prospectus
- (v) An Independent Internal Examiner for each department shall be appointed by the DVC-Academic after receiving recommendations from each college, school or institute for a period of two years and may be eligible for reappointment after a one year break.

- (vi) Independent Internal Examiners shall be appointed among senior members of academic staff in the department or related departments.
- (vii) Terms of Reference for the Independent Internal Examiner shall be to;
  - a. Evaluate overall student performance in the coursework assessment and University examinations;
  - b. Assess fairness in marking examinations and award of marks in accordance with marking schemes issued by course instructors;
  - c. Ascertain correctness of marks recorded on examination answer scripts and results sheet;
  - d. Report on any irregularities or anomalies discovered and suggest corrective measures.
- (viii) Course Instructors through Heads of Departments shall be required to submit the following items for moderation of examination results by the IIEs;

- a. Marked examination answer scripts  
arranged in serial order as per the results  
sheets
- b. Students' examination attendance sheets  
- signed by students and invigilators
- c. Examination question papers
- d. Detailed marking schemes
- e. Course contents/syllabi
- f. Examination results sheets signed by the  
instructor which should include the  
following:
  - i. Examination result sheet indicating  
scores for each attempted  
examination question and total  
marks (Black Sheet).
  - ii. Combined CA in full and  
Examination score sheet (Red  
Sheet) as generated by ARIS.
  - iii. A brief statement by the course  
instructor on the performance of  
the students.

- (ix) The IIEs shall be required to submit a comprehensive report to the DVC Academic on the overall assessment of students' performance in the coursework assessment and examinations. The IIE will also provide comments on the marking and grading of students' scripts. Copies of the report shall be made available to the Principal/Dean/Director and Head of Department and shall be discussed at the relevant College/School/Institute Boards.
- (x) Upon receipt of *the Independent Internal Examiners reports*, the DVC-Academic shall cause discussion of the reports through the respective University units and submission of the reactions by the units to the DVC-Academic for the attention of Senate or other administrative action and quality assurance measures.
- (xi) A determined remuneration, subject to review periodically, shall be paid to the Independent Internal Examiner after completion of the evaluation assignment and submission of a satisfactory report to the DVC-Academic.
- (xii) Post-University examination moderation of examination papers by External Examiners is mandatory, to allow the external examiners to provide feedback on the quality

of the examinations and other issues that may need remedial measures in the setup of subsequent examinations, in all those cases where pre-examination external moderation is not done.

### **Internal Moderation**

- (xiii) Heads of Departments shall appoint an Internal Moderation Committee consisting of two to four senior members of staff to moderate all examinations.
- (xiv) Internal moderation of examination results shall be carried out in each semester before the results are tabled to the School or College Board.
- (xv) Where necessary, young academic units may seek permission from the DVC Academic to have their University examinations moderated both internally and *externally* before the examinations are administered or conducted.

### **Regulations on Postgraduate Programmes**

- (xvi) The quality assurance measures for improving internal and external examination practices in undergraduate programmes shall also apply to taught post-graduate



programmes combining coursework and dissertation.

- (xvii) Wherever possible, external examiners capable of assessing both undergraduate and postgraduate examinations should be appointed to serve in a given department or unit.
- (xviii) Where necessary, a few external examiners should be appointed and invited annually specifically to examine postgraduate dissertations and theses, especially for units with large numbers of postgraduate students and large turnout of dissertations and theses.
- (xix) For the external examining of theses and dissertations, the Postgraduate Examinations Regulations shall apply.