

TERMS & DUTIES OF EXTERNAL ASSESSORS / EXTERNAL EXAMINER

1. Duties of External Assessors / External Examiner

- (a) To advise the Faculty / Department concerned regarding the structure and contents of its undergraduate and post-graduate programmes, examinations, research and administration.
- (b) To visit the University once during the period of the 3 sessions/years appointment, preferably during the period of the Examination in order to be familiar with the work of the Faculty / Department / Division and to participate in the conduct of the examinations.
- (c) To moderate and evaluate draft Question Papers set by the internal examiners.
- (d) To examine and evaluate such answers/scripts as may be referred by the Head of the Faculty / Department / Division concerned.
- (e) To submit at the end of each sessional examination, a confidential report to the Vice Chancellor, giving the External Assessors / External Examiner's assessment, observation and suggestions on the above mentioned matters.
- (f) In addition to the confidential report, to submit a detail report to the Dean and the Head of Department concerned, giving the External Assessors / External Examiner's assessment on the curriculum, department facilities such as library, laboratory and teaching arrangements.

External Assessors / External Examiner would be supplied with scheme of marks and information relating to the examinations and / or the courses by the Head of the Faculty / Department / Division concerned.

2. External Assessors / External Examiner's Visit to the University of Sultan Zainal Abidin (UniSZA)

(a) Entitlement

As mentioned above, the University expects the External Assessors / External Examiner to visit the University once during his / her three (3) years appointment. The period of visit should be a week or not exceeds than 2 weeks. For this visit, the University will provide the following:

- (i) return business class/ according to qualification *Pekeliling Perbendaharaan Bil 3/2003* air passage by the most direct route from the airport nearest to External Assessors / External Examiner's home to Terengganu, Malaysia.
- (ii) reimbursement of cost of rail travel, if any between the External Assessors / External Examiner's home and the nearest airport and airport transfer to and from the designated hotel in Malaysia

- Tertakluk kepada pindaan

(iii) Honorarium

Professor	-	RM4,000.00
Associate Professor	-	RM3,000.00
Lecturer	-	RM2,000.00

(b) **Air Tickets / Itinerary**

It is Malaysia Government's policy that all University travel should be purchased from this end and should use Malaysia Airline, the Malaysian national carrier as far as possible. To enable the University of Sultan Zainal Abidin to book the tickets in time, the External Assessors / External Examiner is requested to give his / her itinerary early.

The University will arrange with its local agents to forward the air tickets to the External Assessors / External Examiner's address as soon as the Registrar is notified of the dates of the visit.

In exceptional circumstances and subject to prior approval from the University an External Assessors / External Examiner may be permitted to arrange the airline booking, purchase his / her own tickets subsequently request reimbursement or the fare from the University. The University would reimburse, upon production of the air tickets, an amount up to the actual cost of ticket or the equivalent of a return Business Class by the most direct route whichever is less.

(c) **Accommodation**

The Department to be visited by the External Assessors / External Examiner would arrange accommodation in the Primula Beach Resort Kuala Terengganu, Grand Continental Hotel or Felda Residence Hotel. The cost of the accommodation will be borne by the University. However, the cost of accommodation will not include meals except for complimentary breakfast provided by the hotel.

3. **Spouse Accompanying External Assessors / External Examiner**

An External Assessors / External Examiner who wish the spouse to accompany him / her during his / her visit to this University, could request the University to provide him / her with two return special Economy Class (Apex) tickets subject to him / her agreeing to meet the difference between the cost of these and the cost of the Business Class fare that her / she would normally get for his / her visit.

- Tertakluk kepada pindaan

1. TUGAS DAN PERANAN PENILAI LUAR / PEMERIKSA LUAR

Tugas Penilai Luar / Pemeriksa Luar adalah termasuk perkara seperti berikut:

- (a) menasihat Fakulti/Jabatan/Institusi UniSZA ini mengenai perkara yang berkaitan dengan struktur dan isi kandungan program dan Ijazah Dasar/Ijazah Tinggi peperiksaan, penyelidikan dan pentadbiran.
- (b) melawat Universiti Sultan Zainal Abidin sekali dalam tempoh 3 sesi/tahun perlantikan terutamanya dalam tempoh peperiksaan berjalan untuk membiasakan dengan tugas-tugas di Fakulti, Jabatan dan melibatkan diri dalam perjalanan peperiksaan.
- (c) menyesuaikan dan menilai deraf kertas soalan yang disediakan oleh Pemeriksa Dalam.
- (d) memeriksa dan menilai kertas jawapan yang dirujukkan oleh Ketua Fakulti/Jabatan/Institusi.
- (e) mengemukakan suatu laporan sulit kepada Naib Canselor pada akhir setiap peperiksaan tahunan, dengan mengemukakan taksiran, pandangan dari cadangan Penilai Luar / Pemeriksa Luar mengenai perkara yang tersebut di atas.
- (f) sebagai tambahan kepada laporan sulit, kemukakan kepada Dekan dan Ketua Jabatan yang berkenaan, satu laporan yang terperinci mengenai penilaiannya tentang kurikulum, kemudahan-kemudahan Jabatan seperti perpustakaan, makmal dan urusan pengajaran.

Penilai Luar / Pemeriksa Luar akan dibekalkan dengan skema markah dan maklumat berkaitan peperiksaan dan / atau kursus oleh Ketua Fakulti/Jabatan/Institusi berkenaan.

2. LAWATAN KE UNIVERSITI SULTAN ZAINAL ABIDIN OLEH PENILAI LUAR / PEMERIKSA LUAR

- (a) Kelayakan

Seperti yang dinyatakan 1(b) di atas, Penilai Luar / Pemeriksa Luar hendaklah melawat Universiti sekurang-kurangnya sekali dalam tempoh 3 sesi / tahun perlantikan. Tempoh lawatan adalah di antara seminggu hingga dua minggu. Bagi tujuan lawatan ini, pihak Universiti bersetuju seperti berikut.

- Tertakluk kepada pindaan

(i) Tambang kapal terbang

mengikut sepertimana kelayakan yang ditetapkan oleh Pekeliling Perbendaharaan Bil. 3/2003.

(ii) Tuntutan Perjalanan

- membenarkan tuntutan perjalanan oleh Penilai Luar / Pemeriksa Luar dari tempat kediaman beliau ke lapangan terbang yang terdekat dan dari/ke lapangan terbang semasa berada di Terengganu.

- membenarkan tuntutan perjalanan dibuat sekiranya Penilai Luar / Pemeriksa Luar menaiki kenderaan sendiri semasa menjalankan tugas sebagai Penilai Luar dalam tempoh masa yang telah ditetapkan oleh Fakulti/Pusat.

(iii) Honorarium

Profesor	-	RM4,000.00
Profesor Madya	-	RM3,000.00
Pensyarah	-	RM2,000.00

(iv) Penginapan

Jabatan yang bakal dilawati akan membuat tempahan penginapan untuk Penilai Luar / Pemeriksa Luar sama ada di Primula Beach Resort, Hotel Grand Continental atau Felda Residence Hotel. Pihak Universiti akan menanggung kos penginapan sahaja sepanjang Penilai Luar / Pemeriksa Luar menjalankan tugasnya. Penilai Luar / Pemeriksa Luar hendaklah membuat bayaran sendiri bagi kos selain daripada bayaran penginapan.

(v) Elaun Harian/Makan

Mengikut sepertimana kelayakan yang ditetapkan oleh Perbendaharaan Bil. 3/2003.

(vi) Perubatan

Di klinik Panel UniSZA dan Hospital Kerajaan semasa tempoh lawatan.

- Tertakluk kepada pindaan