

Faculty of Engineering Examiners-Moderators appointment guidelines and information [Prepared by the EUGS Division]

1. Appointment of examiners and moderators must happen prior to the commencement of a semester and should be submitted to the EUGS division within the first week of a new semester for Faculty Board, Senate and Council approval [the process usually takes 3 months].
2. The students [including repeat] will be given 4 weeks for module enrollment. [2 weeks before the commencement of semester and 2 weeks of add-drop period]. Decision on module offering should be finalized within the first week of the semester and should be informed all the enrolled students.
3. It is a must to have a Coordinating Examiner and a Moderator for each module [and there can be additional Examiner(s), as required.
4. The Coordinating Examiner and Moderator must be permanent internal staff members.
5. The Moderator must be a Senior Lecturer with the relevant subject expertise. [In the absence of Senior Lecturers in a department, the Head of Department or a confirmed lecturer with postgraduate qualifications shall be appointed as the moderator].
6. Departments must appoint Senior Lecturers or above as examiners for Semesters 7 and Semester 8 [final year] modules.
7. Lecturers on contract or visiting must have equivalent qualifications to the internal examiner appointment requirements.
8. The semester coordinators, in consultation with the relevant examiners, moderators, and the HoD, shall make the appointments of examiners and moderators through the LearnOrg system [LMS]. The manual form should be used only for amendments or discontinued modules.
9. The department shall ensure that the internal academic staff member details appear on all documentation are accurate and up-to-date, before submitting for the Senate approval.
10. All visiting staff [intended to be nominated as examiners] should be finalized in advance to appear their information correctly on the system. If not, the department should take necessary corrective action, prior to submitting their names as examiners.
11. Only the Coordinating Examiner will be permitted to insert marks to the system and displaying the provisional-results to students and submitting for moderation, will be his/her responsibility.
12. The Moderator shall be responsible for moderating the marks and submitting to the Examinations Division adhering to the deadlines enforced by the Faculty.