

GBS Malta

External Examiner: Role and Responsibilities

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1. Introduction and Background

1.1 GBS Malta operates a number of programmes accredited by the Maltese Further and Higher Education Authority (MFHEA). The MFHEA accredited programmes are as follows:

- Master of Business Administration (General Pathway) (MQF Level 7)
- Master of Business Administration in Marketing Management (MQF Level 7)
- Master of Business Administration in Project Management (MQF Level 7)
- Master of Business Administration in Management Consulting (MQF Level 7)
- Master of Business Management in Entrepreneurship (MQF Level 7)
- Master of Business Administration in Global Investment Banking (MQF Level 7)

- Master of Public Health (MQF Level 7)

- MSc Information Management (General Pathway) (MQF Level 7)
- MSc Information Technology Management in Cyber Security (MQF Level 7)
- MSc Information Technology Management in Data Analytics (MQF Level 7)
- MSc Information Technology Management in Cloud Computing (MQF Level 7)
- MSc Information Technology Management in Artificial Intelligence (MQF Level 7)

- BSc (Hons) Health, Social Care and Wellbeing
- BSc (Hons) Computer Science and Information Technology

- Award in Business, Management and Study Skills (MQF Level 4)
- Award in Information Technology and Study Skills (MQF level 4)

1.2 The MFHEA accreditation of these programme gives delegated authority to GBS Malta to recruit and admit students, operate these programmes through teaching and assessment and make awards using certificates approved by the MFHEA.

1.3 GBS Malta operates other higher education programmes in partnership with Bath Spa University. These programmes are outside the remit of external examiners appointed by GBS Malta.

2. Scope

2.1 This External Examiner: Roles and Responsibilities covers all programmes accredited by the MFHEA and operated under MFHEA delegated authority. The MFHEA accredited programmes are this listed in Section 1.1 above.

3. Role and Responsibilities

3.1 To ensure that the academic standard of the award(s) that the external examiner has responsibility for meet the requirements of the MFHEA as set out in the MFHEA accredited programme and module specification.

3.2 To ensure that all students are treated fairly and that decisions in relation to individual students are taken after due deliberation.

3.3 To review and report upon the overall assessment process and comment on its operation.

3.4 To comment on assessments for each module related to their course responsibilities, ensuring that assessments cover the module syllabus and demonstrate achievement of learning outcomes.

3.5 To comment on marking schemes (grade descriptors) and assessment criteria for module assessments.

3.6 To ensure that the standard of marking through the grades awarded for module assessments are appropriate and meet required academic standards.

3.7 To sample and comment upon student assessed for all modules under their responsibility and to sample marked student assessments representative of grades awarded for each module.

3.8 To comment on the quality of feedback provided to students for their assessed work in relation to identifying areas of strength and areas for improvement.

3.9 To provide independent opinion where there is a significant unresolved difference between first and second markers (or moderators) on any student's assessed work.

3.10 To comment on GBS Malta's implementation of its policy and procedure for dealing with cases of academic misconduct, and to receive and comment on summary reports of cases of academic misconduct.

3.11 To comment on GBS Malta's implementation of its policy and procedure for dealing with extenuating circumstances, and to receive and comment on summary reports of responses to student requests to consider extenuating circumstances.

3.12 To attend and/or conduct viva voce examinations, where applicable.

3.13 To attend meetings of GBS Malta Assessment Boards, especially where awards are being made. Attendance may be in-person or online as agreed in advance.

3.14 To provide a full report using the template provided by GBS Malta to a stated deadline.

3.15 To perform any other duties requested by Academic Board or Assessment Board following consultation over the appropriateness of the duties and the availability of the external examiner.

4. Selection, Appointment and Terms of Appointment

4.1 External examiners are selected and appointed according to their subject expertise and experience of teaching, assessing and being an external examiner for courses broadly in the subject area and level (currently, MFHEA MQF Level 4 of MQF Level 7).

4.2 Appointment of an external examiner will be for a three-year period, which may be extended by a maximum of one year.

5. External Examiner Report

5.1 External examiners are required to write a report using the GBS Malta External Examiner Report template. The report asks an external examiner to comment on:

- The appropriateness of module assignment briefs, student coursework sampled, moderation of student course work sampled, academic standards in relation to the Maltese Further and Higher Education (MFHEA) quality framework (GBS Malta programmes are either at MQF Level 7 for the MBAs and MQF level 4 for the two Awards).
- Where external examiners have met with students the report should provide a short summary of the meeting(s) and any issues raised by students concerning their overall learning experience and academic standards.
- The report also asks external examiners to comment on the approach of GBS Malta to dealing with student extenuating circumstances and academic misconduct.
- Conduct and outcome of any viva voce examinations if undertaken
- Recommendations for enhancement and identification of good practice.

5.2 GBS Malta places great store with external examiner reports. External examiner reports are considered and discussed at Academic Board and Executive Board. External external examiner reports contribute to the oversight of educational provision at GBS Malta and are summarised in the GBS Malta Annual Quality Monitoring Report. External examiner reports may also be made available to the MFHEA if requested and will contribute to any review by the MFHEA of GBS Malta accredited programmes.

5.3 GBS Malta reserve the right to return a report to an external examiner if it is regarded as not providing a sufficiently full and detailed report with recommendations for enhancement and identification of good practice, where appropriate.

6. Assessment Boards

6.1 GBS Malta operates two types of assessment boards: interim and final (see GBS Malta Assessment Boards Terms of Reference and Constitution).

(i) *Final Assessment Boards* are convened at the end of a course and make decisions concerning awards to be made to students who have completed their programme of study.

(ii) *Interim Assessment Boards* consider and approve module grades for students whilst students are still taking the course. This allows for students who have their assessed work referred to make resubmission upon the approval of the Assessment Board. Interim

Assessment Boards also permit any extenuating circumstances and/or cases and penalties for academic misconduct to be considered.

6.2 External examiners are asked to provide verbal comments about the assessment process, academic standards, academic misconduct, etc. in advance of submitting a report following the meeting of the final Assessment Board for a programme(s).

7. Remuneration

7.1 External examiners will be paid a fee for their work in relation to both commenting on module assignment briefs, commentating and moderating, as appropriate, on student module assessed work, meeting students, attendance at Assessment Boards (either in-person or remotely via Teams, etc.) and producing an external examiner report.

7.2 Reasonable expenses will be paid. Likely expenses should be approved by GBS Malta in advance.

7.3 Fees and expenses will only be paid by GBS Malta upon receipt of a satisfactory external examiner report.

8. Associated Documents

8.1 The following documents are associated:

- Appointment Form for External Examiners
- External Examiner report template
- Terms of Reference and Constitution for Assessment Boards
- GBS Malta Assessment Regulations (<https://gbs.edu.mt/media/tlchnmub/gbs-malta-general-assessment-regualtions-updated-april-2025-v20.pdf>).
- GBS Malta MFHEA Accredited Programme and Module Descriptors:
 - MBA (with five pathways)
 - Master of Public Health
 - MSc Information Technology Management (with five pathways)
 - BSc (Hons) Health, Social Care and Wellbeing
 - BSc (Hons) Computer Science and Information Technology
 - Award in Business, Management and Study Skills
 - Award in Information Technology and Study Skills

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