



College of Medicine & Dentistry at the Hills, Abbottabad

## COMPREHENSIVE POLICY ON EXTERNAL EXAMINERS

FOR THE YEAR 2025-26



# EXTERNAL EXAMINERS

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| For Further Advice Contact: | Department of Medical Education   |         |     |
| Applies To:                 | College of Medicine & Dentistry at the Hills, Abbottabad, & Its Teaching Hospitals  |         |     |
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## 1. Preamble

This policy establishes the framework for the appointment, roles, responsibilities, and engagement of External Examiners in the MBBS program at CMDH, in alignment with KMU regulations and national standards set by the Pakistan Medical & Dental Council (PM&DC). The inclusion of External Examiners is fundamental to maintaining academic integrity, ensuring fairness, and upholding the credibility of the MBBS degree.

## 2. Objectives

- To ensure independent validation of student performance and assessment processes.
- To align CMDH assessment standards with national and regional benchmarks.
- To minimize institutional bias and promote transparency in evaluation.
- To enhance the quality and credibility of the MBBS program through external scrutiny.
- To fulfill KMU and PM&DC requirements for external moderation in medical education.

## 3. Scope

This policy applies to:

- All **internal (formative) assessments**, including block examinations, OSCEs, OSPEs, and viva voce.
- All **summative (annual) examinations** conducted under the auspices of KMU.
- Both theoretical and practical/clinical components of the MBBS curriculum.

## 4. Appointment of External Examiners

### 4.1 For Internal Assessments (CMDH-led)

- The **Director of Medical Education (DME)** will initiate the process by identifying needs and proposing a panel of eligible external experts.
- The **Principal's Office at CMDH**, in consultation with the DME, will formally appoint External Examiners from PM&DC-recognized medical institutions.
- Appointments will be based on expertise, experience, and absence of conflict of interest.
- Examiners will be appointed for a **term of two years**, renewable based on performance and mutual agreement.

### 4.2 For Summative Assessments (KMU-led)

- KMU will appoint External Examiners for annual examinations as per its established procedures.
- CMDH will provide KMU with necessary logistical and administrative support, including proposed names of local/regional experts if requested.
- KMU retains sole authority over the final selection, briefing, and deployment of External Examiners for summative exams.

## 5. Roles and Responsibilities of External Examiners

### 5.1 In Internal Assessments

- Review and co-validate question papers, blueprints, and marking schemes.
- Observe and independently grade OSCE, OSPE, and viva voce stations.
- Participate in pre-examination moderation and post-examination standardization meetings.
- Provide written feedback on assessment quality, fairness, and alignment with learning outcomes.
- Ensure that internal assessments meet national standards and are free from institutional bias.

### 5.2 In Summative Assessments

- Serve as examiners, co-examiners, or observers as designated by KMU.
- Validate the conduct, security, and integrity of annual examinations.
- Review answer scripts, practical performances, and oral examinations where applicable.
- Submit a confidential report to KMU on the standard of examinations, student performance, and any recommendations for improvement.

## 6. Moderation and Standardization Process

- Before examinations: External Examiners will review assessment tools for content validity, clarity, and appropriateness.
- During examinations: They may observe proceedings, interact with internal examiners, and ensure adherence to protocols.
- After examinations: They will participate in mark-moderation meetings to ensure consistency and fairness in scoring.
- Discrepancies in marking will be resolved through discussion, with the External Examiner's opinion carrying significant weight.

## 7. Reporting and Feedback

- External Examiners will submit a formal report to both **CMDH Examination Cell** and **KMU Controller of Examinations**.
- The report will cover:
  - Adherence to blueprint and curriculum.
  - Quality of assessment tools.
  - Fairness in conduct and marking.
  - Recommendations for improvement.
- CMDH and KMU will jointly review feedback and implement actionable improvements.

## 8. Confidentiality and Integrity

- External Examiners must sign a **confidentiality agreement**.

- They shall not participate in examinations where a conflict of interest exists (e.g., familial relations, prior tutoring of students).
- All examination materials, scores, and student data are to be treated with utmost confidentiality.

## 9. Logistical and Financial Provisions

- CMDH will cover:
  - Travel, accommodation, and local conveyance for External Examiners for internal assessments.
  - Honorarium as per institutional and KMU norms.
- KMU will arrange logistics and remuneration for External Examiners in summative examinations.

## 10. Review and Amendment

- This policy will be reviewed **every three years** by a joint committee of KMU and CMDH.
- Amendments will be made in consultation with PM&DC guidelines and evolving best practices in medical education.

This joint policy underscores the commitment of **KMU and CMDH** to rigorous, transparent, and credible assessment practices. The systematic involvement of External Examiners ensures that the MBBS degree awarded by CMDH reflects national standards, prepares competent medical graduates, and enjoys recognition and trust within the medical community.

### Endorsed by:

**Khyber Medical University (KMU)**

**College of Medicine & Dentistry at the Hills (CMDH), Abbottabad**

**Date of Implementation: 01-Nov-2025**