

JOB DESCRIPTION
TITLE: EXTERNAL ASSESSOR
REPORTING TO PROGRAMME DIRECTOR (SCHOOL OF BUSINESS)

Job Summary:

The External Assessor is appointed to ensure that the Bachelor of Business Administration programme complies with the standards set by the Malaysian Qualifications Agency and aligns with the Malaysian Qualifications Framework (MQF). The role focuses on safeguarding academic standards, ensuring validity and reliability of assessments and supporting continuous quality improvement in line with Outcome-Based Education (OBE) principles.

Key Responsibilities:

- Review assessment instruments (assignments, tests, final examinations, marking rubrics) to ensure alignment with Programme Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs) as required by MQA.
- Ensure that assessments reflect appropriate MQF Level descriptors (Bachelor Level – MQF Level 6).
- Moderate a representative sample of student work to ensure fairness, consistency and transparency in marking.
- Verify that assessment practices adhere to Outcome-Based Education (OBE) principles and constructive alignment.
- Evaluate the appropriateness of assessment methods in measuring cognitive, practical and soft skills domains.
- Ensure compliance with MQA Programme Standards: Business Studies (or equivalent current programme standards).
- Provide independent and evidence-based feedback on academic standards, student performance and comparability with similar programmes nationally.
- Identify gaps and recommend improvements for curriculum design, delivery and assessment practices.
- Participate in Academic Board / Examination Board meetings where required.

- Prepare and submit a comprehensive External Assessor Report in accordance with institutional and MQA audit requirements.
- Support institutional readiness for MQA Accreditation / Reaccreditation / Audit (e.g., COPPA compliance).