



EYNESBURY
COLLEGE

FSP APPOINTMENT OF THE CHIEF EXAMINER PROCEDURE

SECTION D - PROCEDURE

Related Policy

FSP Assessment and Moderation Policy

D.1 Procedure

Responsible	Procedure Steps		W/I
	1	Initial request	
Program Coordinator (FSP)	1.1	Contact the Head of School (module specific) at one of the three South Australian Universities requesting a nomination for Chief Examiner.	
	1.2	Email the details of the position as well as information regarding payment of the honorarium.	
University Head of School	1.3	Distribute details regarding the Chief Examiner position among colleagues.	
	1.4	Advise, Program Coordinator (FSP), of the nomination.	
	2	If no nomination is received	
Program Coordinator (FSP)	2.1	Contact the Head of School (module specific) at another one of the three South Australian Universities requesting a nomination for Chief Examiner.	
	2.2	Email the details of the position as well as information regarding payment of the honorarium.	
	3	Once a nomination is received	
Program Coordinator (FSP)	3.1	Request a copy of the CV and passport and discuss the appointment of the Chief Examiner with the Academic Director.	
Program Coordinator (FSP)	3.2	Request approval to recruit from College Director & Principal.	
Program Coordinator (FSP)	3.3	Advise HR Shared Services (HRSS) to prepare a contract and new starter pack.	
	3.4	Send the contract and new starter pack to the Chief Examiner.	
Chief Examiner	3.5	Complete and return required documentation to Program Coordinator (FSP)	
Program Coordinator (FSP)	3.6	Send completed documentation to HRSS.	
HRSS	3.7	Set up details.	

Responsible	Procedure Steps		W/I
Academic Director	3.8	Advise HR to pay honorarium to the Chief Examiner.	

D.2 Supporting Documentation

Related material	Location
None	

Form templates	Location
Employee Contract	HR Shared Services
New Starter Pack	HR Shared Services

Records (including completed forms)	Location
Employee Contract (complete)	HR Shared Services

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: <https://bit.ly/2OQrJEU>

D.3 Version Control

Current Version Number	v3.0
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Privilege Level	Public