



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	
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	
	3	Once a nomination is received	
Program Coordinator (FSP)	3.1	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	Complete the Contract Request Form (CRF) for the Chief Examiner.	
HR Shared Services	3.4	Send the contract and new starter pack to the Chief Examiner.	
Chief Examiner	3.5	Complete and return required documentation to HR Shared Services	
HR Shared Services	3.6	Set up details	

Responsible	Procedure Steps			W/I
Program Coordinator (FSP)		3.7	Contact the Chief Examiner with information about Exam Approvals and the Review to Inform Future Practice process	
Program Coordinator (FSP)		3.9	Advise HR to pay honorarium to the Chief Examiner or the Chief Examiner to enter details on iChris.	

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	v3.3
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Privilege Level	Public