

External Assessment Policy

Policy Purpose

The purpose of this policy is to establish a structured framework for external assessment at Lebanese French University (LFU) in order to ensure academic quality, transparency, fairness, and continuous improvement in teaching, assessment practices, and student learning outcomes.

Scope

This policy applies to all academic faculties, departments, courses, and academic programs at LFU that are selected for external assessment.

Policy Statement

LFU is committed to maintaining high academic standards through regular external assessment conducted by independent and qualified academic experts from outside the University. External assessment forms an integral part of LFU's quality assurance system and supports compliance with national and institutional accreditation requirements.

Areas of External Assessment

External assessment shall include, but is not limited to, the following areas:

- Course and program design, content, and delivery
- Student assessment methods and grading practices
- Program learning outcomes and alignment with course objectives

Appointment of the External Academic Assessor

- The External Academic Assessor shall be independent of LFU and shall not be affiliated with the assessed department or the University.
- The assessor should hold the academic rank of Professor or Assistant Professor. Where this is not feasible, a PhD holder with a minimum of ten (10) years of relevant teaching experience may be appointed.
- The assessor must demonstrate recognized expertise in the relevant discipline and an established record of scholarly publications.
- The appointment shall be finalized at least one month before the end of the course and must be approved by the Director of the Quality Assurance Unit.
- A comprehensive Curriculum Vitae (CV), detailing academic qualifications, teaching experience, and publications, must be submitted for approval.

External Assessment Procedures

External assessment procedures shall include:

- Review of relevant academic and administrative documentation
- Observation of teaching and learning activities

- Interviews with academic staff, students, and academic leadership
- Evaluation of course structure, content coverage, and alignment with intended learning outcomes
- Review of assessment and examination practices, including sampled marked scripts representing high, average, and low performance levels
- Review of student feedback and course evaluation results

The External Academic Assessor shall submit written recommendations aimed at enhancing teaching quality, assessment practices, and grading integrity. Academic staff are required to respond to these recommendations and provide academic justification where necessary.

Documentation and Course File Requirements

- All documentation requested by the External Academic Assessor shall be made available by the relevant department.
- Each course file submitted for external assessment must include:
- Approved course syllabus
- Teaching materials aligned with the syllabus
- Assessment instruments and corresponding answer keys
- Attendance records for mid-term and final examinations
- Final grade list including all assessment components

Quality Assurance and Continuous Improvement

- The Quality Assurance Unit shall monitor the implementation of external assessment outcomes.
- Faculties and departments shall develop and implement action plans to address recommendations arising from external assessment.
- External assessment findings shall be used to support continuous improvement and institutional accountability.

Review and Revision

This policy shall be reviewed periodically by the Quality Assurance Unit to ensure alignment with LFU standards and national accreditation requirements.