

**EXTERNAL EXAMINER**

**APPOINTMENT**

**APPOINTMENT OF EXTERNAL EXAMINERS FOR**

**UNDERGRADUATE AND TAUGHT POSTGRADUATE COURSES**

**NOMINATION FORM**

See guidance notes in the appendix, to be read in conjunction with **Section 22** of the **Assessment Procedures Manual** and the **Guidance on External Examiners for Programme Directors and Heads of School**.

**SECTION ONE - DETAILS OF THE PROPOSED EXTERNAL EXAMINER**

(Please complete all fields)

|  |
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| **Title (e.g., Prof., Dr.):**      **First Name:**      **Surname:**      **Present post held:**       |

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| --- | --- |
| **WORK DETAILS** | **HOME DETAILS** |
| **Address**:       | **Address**:       |
| **Telephone**:       | **Telephone**:       |
| **Email**:       | **Email**:       |

**SECTION TWO - DETAILS OF PROPOSED RESPONSIBILITIES**

|  |  |
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| **Faculty:**  |  |
| **School:**  |  |
| **Head of School:**  |  |
| **Programme/Pathway Director/ Leader(s)** |  |

**ALL AWARD TITLES TO BE SIGNED OFF BY EXTERNAL EXAMINER** (please include all awards and named pathways exactly as they appear on the validated Programme Specification)**:**

|  |  |  |
| --- | --- | --- |
| **Award** *(e.g. Performing Arts)* | **Primary Exit Point***(e.g. BA, BSc, MA)* | **Default Exit Points***e.g. (Dip HE, Cert HE)* |
|  |  |  |
|  |  |  |

**ANY MODULES, NOT INCLUDED IN ABOVE AWARD TITLES, TO BE COVERED BY EXTERNAL EXAMINER** (add rows as required)**:**

|  |  |  |
| --- | --- | --- |
| **Module** | **Level of study** (eg, 4, 5, 6, 7) | **Parent Programme** |
|  |  |  |
|  |  |  |

**ANY SHORT COURSES, NOT INCLUDED IN ABOVE AWARD TITLES, TO BE COVERED BY EXTERNAL EXAMINER** (add rows as required)**:**

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| --- | --- | --- |
| **Module** | **Level of study** (eg, 4, 5, 6, 7) | **Parent Programme** |
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**PLEASE LIST ALL COLLABORATIVE PARTNERS WHOSE STUDENT WORK WILL BE CONSIDERED BY THE EXTERNAL EXAMINER**

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| **Name of the External Examiner whom the nominee will be replacing** (if applicable)**:** |       |
| **Proposed period of tenure** (no more than 4 academic years): |       |
| **First academic period to be examined and Report submitted** (e.g. September 2015- August 2016): |       |
| **Date of first Exam Board the External Examiner will be attending** |       |
| **If new programme, will the first exam board be an award board?** |  |
| **If you need to add any explanatory text, please do so here:**  |  |

**SECTION THREE - QUALIFICATIONS**

A Curriculum Vita for the nominee must be submitted with this form and must include the following information:

1. **Details of Academic and Professional Qualifications.**
2. **Evidence of previous experience as an Internal or External Examiner.**
3. **Evidence of recent and relevant HE experience in the subject area(s) for which the proposed Examiner has been nominated.**
4. **Evidence of Research and related scholarly / professional activity or consultancy.**

**Note:** If details on any of the above are not included in the CV they must be attached separately as the Appointments Panel will not consider the nomination without them.

**SECTION FOUR – CRITERIA**

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| **Has the proposed Examiner agreed to be nominated for the appointment?** | **Yes / No** |

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| **NOTE: The nomination of an External Examiner for a Taught Award is the responsibility of the Head of School concerned.****All External Examiners for Taught Programmes must be of an appropriate standing, in line with the criteria for appointment of external examiners, approved by the Academic Board.****Criteria** |
| i) knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality  |
| ii) competence and experience in the fields covered by the programme of study, or parts thereof |
| iii) relevant academic and/or professional qualifications to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate |
| iv) competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures |
| v) sufficient standing, credibility and breadth of experience within the discipline to be able to command the respect of academic peers and, where appropriate, professional peers |
| vi) familiarity with the standard to be expected of students to achieve the award that is to be assessed |
| vii) fluency in English, and where programmes are delivered and assessed in languages other than English, fluency in the relevant language(s) (unless other secure arrangements are in place to ensure that external examiners are provided with the information to make their judgements) |
| viii) meeting applicable criteria set by professional, statutory or regulatory bodies |
| ix) awareness of current developments in the design and delivery of relevant curricula |
| x) competence and experience relating to the enhancement of the student learning experience. |

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| **Please indicate how the nominee meets the above criteria** |
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**SECTION FIVE – POTENTIAL CONFLICTS OF INTEREST**

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| **Please confirm that the nominee is not in any of the following categories or circumstances:** |
| 1. a member of the Governing Body or committee of the University or one of its collaborative partners, or a current employee of the University or one of its collaborative partners
 | **Yes / No** |
| 1. anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study
 | **Yes / No** |
| 1. anyone required to assess colleagues who are recruited as students to the programme of study
 | **Yes / No** |
| 1. anyone who is, or knows they will be, in a position to influence significantly the future of students on the programme of study
 | **Yes / No** |
| 1. anyone significantly involved in recent or current substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme(s) or modules in question
 | **Yes / No** |
| 1. former staff or students of the University unless a period of five years has elapsed and all students taught by or with the external examiner have completed their programme(s)
 | **Yes / No** |
| 1. a reciprocal arrangement involving cognate programmes at another institution
 | **Yes / No** |
| 1. the succession of an external examiner by a colleague from the examiner's home department and institution
 | **Yes / No** |
| 1. the appointment of more than one external examiner from the same department of the same institution.
 | **Yes / No** |

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| **If this nomination is successful, will the nominee hold more than two external examinerships?** | **Yes / No** |
| **Has the proposed External Examiner acted as an External Assessor at the validation or revalidation of the programme(s) in question** | **Yes / No** |
| **If the nominee was previously employed by the University, when did he or she leave the institution:** |  |

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| **Give details of how the proposed External Examiner was identified:** |
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**SECTION SIX - EXCEPTIONS AND SPECIAL CASES**

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| **Please identify any of the appointment criteria not met by the nominee, or any personal or professional links you may have with the nominee, and indicate what special circumstances have prompted this nomination.** (Please Note: This rationale will be reported to the Education and the Student Experience Committee). |
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| **What additional support will be provided for the external examiner to fulfil his or her role?** |
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**SECTION SEVEN - AUTHORISATION FOR THE PROPOSAL TO GO FORWARD**

By signing below all parties are confirming that

* the details given on this form are correct
* the nominee is appropriate for the duties required and that
* there is no potential conflict of interest known between themselves and the proposed external examiner.

Any considerations that might lead to uncertainty regarding conflict of interest should be described in the box above.

**Programme Director/Leader(s) for all award titles listed above** (add boxes as necessary)

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| **Signed: Date:****Programme:**  |

**Head of School**

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| --- |
| **Signed: Date:****School:**  |

**Faculty Director of Quality** (internal to the Faculty in which the programme sits)

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| **Signed: Date:****Faculty:**  |

**SECTION EIGHT - AUTHORISATION**

Authorisation from the External Examiners Appointments Panel to forward this proposal to the Chair of the Education and the Student Experience Committee or to reject the proposal.

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| **Assistant Director of Quality and Standards (Quality Management and Enhancement)** |
| **Comments:** |
| **Signed:**  | **Date:** |

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| **Faculty Director of Quality** (external to the Faculty in which the programme sits) |
| **Comments:** |
| **Faculty:** **Signed:**  | **Date:** |

**SECTION NINE - APPROVAL**

Approval on behalf of the Education and the Student Experience Committee (acting on behalf of Academic Board)

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| Chair of the Education and the Student Experience Committee |
| **Comments:** |
| **Signed:**  | **Date:** |

**Decision**

|  |  |
| --- | --- |
| Approve | YES/NO |
| Approved Duration if other than that proposed |  |
| Reject | YES/NO |

**\*\*\* THIS FORM MUST BE COMPLETED AND SUBMITTED BY THE PROGRAMME DIRECTOR AT THE SAME TIME AS THE REST OF THE NOMINATION FORM \*\*\***

**External Examiner Fee Calculation Form**

**Name of Proposed External Examiner**:

**For appointment from**:

**Programme Director(s):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Programme 1** | **Programme 2** | **Programme 3** | **Amount payable**(For QSO use) |
| **Programme title:** |  |  |  |  |
| **Student Numbers FTE\*:** |  |  |  |  |
| **Number of Boards of Examiners to be attended each year:** |  |  |  |  |
| **Number of additional visits each year and purpose of visits\*\*:** |  |  |  |  |
| **Any short courses for which this external examiner will be responsible:** |  |  |
| **Total Payment** |  |  |  |  |

**External Examiners fees are now fixed at the beginning of the contract. To enable us to calculate the fee a new examiner will be paid please complete this form accurately and return to Quality and Standards Office, along with the external examiner nomination form. Failure to submit this form may result in a delay in the external examiner’s appointment.**

\*For new programmes, the fees will be calculated on the basis of the predicted numbers of student FTEs as defined in the approved Planning Form. For existing programmes, the fee will be calculated by the number of student FTE registrations in the previous complete year of operation, as defined by the Planning Office.

\*\*The University will make additional payments for approved visits on University business, over and above attendance at TWO meetings of the Programme Board of Examiners. These additional payments will be made at a rate of £50 per half day. The number of visits for which an External Examiner will be paid will be fixed at the beginning of the contract, and will be included in the welcome letter sent to the External Examiner. Such visits may include attendance at additional meetings of Boards of Examiners, or attendance at placement venues.

**APPENDIX – GUIDANCE NOTES**

For full guidance, please consult **Section 22** of the **Assessment Procedures Manual** and the **Guidance on External Examiners for Programme Directors and Heads of School**.

In submitting a nomination form for an external examiner you may want to consider the following:

* **APPOINTMENTS.** Please note that the Chair of the Education and the Student Experience Committee (based on recommendations from the External Examiners Appointments Panel) must approve all External Examiner appointments on behalf of the Education and the Student Experience Committee. Six months should be allowed to ensure this process is completed. External Examiner appointments should normally be in place by the beginning of the academic year. This means your nomination form should usually be submitted approximately six months in advance of the start of the academic year to ensure time for the University approval process. For a programme starting in September, the nomination form should be submitted by the previous March at the very latest.
* **FIRST YEAR.** For programmes where the first exam board will not be an award board (for example a new standard three-year undergraduate programmes), whenever possible, an external examiner should still be appointed at the beginning of the programme. Where this is the case, the External Examiner will be paid an appropriate set fee for the first year.
* **FEE CALCULATION FORM.** The fee calculation form must be completed by the Programme Director at the same time as the rest of the nomination form is submitted.