

**External Examiner Nomination Form**

*SEB Chairs are to liaise with colleagues to seek suitable nominees. This form is to be completed by the SEB (not the nominee) only once it has been confirmed the nominees meets the* [*QAA criteria*](#_QAA_appointment_criteria)*.*

**Deadline for nominations: 30 June, for nominees to start the following September**

# Subject Exam Board (SEB) Details

|  |  |
| --- | --- |
| School/Institute: | Examination Board: |
| Exam Board Chair & Email: | Deputy Exam Board Chair: |
| SEB Secretary/Professional Serviced contact(s): |
| Title of programme/modules (and codes) for which the external examiner will be responsible  |
| External examiner to be replaced. *Do not leave blank;* *on appointment external examiners are provided with the report of their predecessor.* *If the nomination is for an additional external, please state “additional” and supply the name of a current external, whose recent report they would be useful.* |

# Details of Nominee

|  |  |
| --- | --- |
| Title and Name of Nominee: | Appointment to run from:**1 September** *[Ac year]* |
| Current Job Title:  |
| Address for Correspondence:  |
| Email address:  |
| Has this nomination been made in consultation and agreed with the Chair of the Exam Board? **Yes/No** |

# Eligibility for the Role

*Nominees should meet the* [*QAA Criteria*](#_QAA_appointment_criteria) *provided below, should not hold more than one other external examiner appointment and be currently employed.*

1) Current External Examiner Appointments with another Higher Education Institution or other body, please include dates.

2) Previous Experience as an external examiner for taught programmes, experience as an external examiner for research programmes is not relevant.

3) SEB to ensure there are no reciprocal external examining relationships between Institutions and detail any arrangements here.

4) Any current or previous association with Queen Mary, University of London in the last 5 Years.

5) External Examiner justification

*SEBs* ***must*** *complete this section if nominating an external who:*

* *has no experience of external examining taught programmes*
* *already holds two appointments*
* *doesn’t meet/contravenes the criteria,*
* *is retired.*

*Nominees requiring justification may need review and approval of the VP Education in addition to the Dean for Education.*

Completed forms should be returned to DGLS - Alice de Havillan - with a copy of the nominee’s CV.

# Approval (Dean and DGLS use only)

Dean of Education:

Comments of Dean:

Vice Principal (Education):

Comments of VP:

Governance and Legal Services:

Date received:

Date of approval:

Appointment Start date:

# QAA appointment criteria for External Examiners

(Source: [UK Quality Code for HE 2013-18](https://www.qaa.ac.uk/quality-code/UK-Quality-Code-for-Higher-Education-2013-18), Chapter B7 External Examining, Indicator 5)

Degree awarding bodies apply the following UK-wide set of criteria for appointing external examiners and make every effort to ensure that their external examiners are competent to undertake the responsibilities defined by the institution. Degree awarding bodies use the criteria to ensure that potential conflicts of interest are identified and resolved prior to appointing external examiners or as soon as they arise.

Person specification

**A)** Degree-awarding bodies appoint external examiners who can show appropriate evidence of the following:

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.

Conflicts of interest

**B.** Degree-awarding bodies do not appoint as external examiners anyone in the following categories or

circumstances:

I. a member of a governing body or committee of the appointing body or one of its partners, delivery organisations or support providers, or a current employee of the appointing body or one of its partners, delivery organisations or support providers.

II. anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study.

III. anyone required to assess colleagues who are recruited as students to the programme of study.

IV. anyone who is, or knows they will be, in a position to influence significantly the future of students on the programme of study.

V. 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.

VI. former staff or students of the higher education provider unless a period of five years has elapsed and all students taught by or with the external examiner have completed their programme(s)

VII. a reciprocal arrangement involving cognate programmes at another higher education provider.

VIII. the succession of an external examiner by a colleague from the examiner's home department and provider.

IX. the appointment of more than one external examiner from the same department of the same higher education provider.

Terms of office

**C.** The duration of an external examiner's appointment will normally be for four years, with an exceptional extension of one year to ensure continuity.

**D.** An external examiner may be reappointed in exceptional circumstances but only after a period of five years or more has elapsed since their last appointment.

**F.** External examiners normally hold no more than two external examiner appointments for taught programmes/modules at any point in time.