**Last name of External Examiner:-** XXXXXX

**Extension of Term of Office and/or Extension of Duties**

**of an External Examiner**

This form should be used to propose an extension to the term of office for an existing external examiner and/or a reallocation of duties. The fully completed form should be considered by the School before being forwarded to externalexaminers@keele.ac.uk. The Quality and Academic Standards Sub-Committee (QAS) will scrutinise all forms on behalf of the Education Committee. Changes to the Term of Office / Duties endorsed by QAS will then be formally approved by the Senate.

**Proposals on this form can be put forward to QAS at any time of the academic year, but the last opportunity to seek approval to take effect for the following academic year is June.**

*NB: Proposals for the appointment of a* ***new*** *external examiner should be made using the EEN1 form.*

**PART A: DETAILS**

**A.1. Name of School:-**

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**A.2. Name of partner institution involved (for collaborative programmes) where appropriate:-**

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| --- |
|  |

**A.3 School point of contact for any queries regarding this nomination**

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**A.4. Full name and home institution of external examiner:-**

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**A.5. Programme currently appointed to:-**

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**A.6. Dates of Current Appointment:-**

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| --- | --- |
| **From** |  |
| **To** |  |

**PART B: EXTENSION / RE-ALLOCATION OF DUTIES (delete as appropriate)**

**B.1. Re-allocation of duties (for extension of term of office only, please complete B.2.)**

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| **Additional duties due to:**  | **Extension of role /** **Re-allocation of modules** |
| **If there is an additional programme included, please list here:** |  |

**Provision currently being examined:** Modules for which examiner currently has particular responsibility

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Module code** | **Module title (please note if collaborative[[1]](#footnote-1))** | **Credit value** | **Compulsory / Elective** | **Approx students** | **Shared with another examiner? (Y/N)** |
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| **Total amount of credits currently examined:** |  |  |

**Modules in addition to original appointment:** Modules for which examiner is to have responsibility – please note if these replace any of the above or are in addition.

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| **Module code** | **Module title (please note if collaborative)** | **Credit value** | **Compulsory / Elective** | **Approx students** | **Shared with another examiner? (Y/N)** | **Replaces a module? (Y/N)** |
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| **Total amount of additional credits to be examined:** |  |  |

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| **Date reallocation of duties to commence from:** |  |

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| --- |
| **Rationale for this proposal:** |
|  |
| **Anticipated time commitment associated with the role:** |
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**B.2. Extension of Term of office**

The duration of an external examiner’s appointment will normally be for four years, with an exceptional extension of one year to ensure continuity during a period of major change.

If an extension of the term of office is proposed, please indicate when this would start and end and provide a detailed rationale. The extension can be for a maximum of one calendar year.

**Dates of Proposed Extension:**

|  |  |
| --- | --- |
| **From** |  |
| **To** |  |
| **Rationale for the proposed extension:** |  |

**Signature / e-signature of Head of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please email this form to Quality Assurance (****externalexaminers@keele.ac.uk****) for scrutiny at the Quality and Academic Standards Sub-Committee.**

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| --- | --- | --- |
| Version number | Date | Owner |
| 6 | Apr 2019  | SAS |

1. If modules are also to be delivered at a partner institution as part of a collaborative provision arrangement, credits will need to be double counted as the external examiner would receive work from both the Keele-based and partner-based cohorts. [↑](#footnote-ref-1)