**Last Name of Nominee**: xxxxxxx

**Nomination for approval of an External Examiner**

**for a taught programme**

This form should be used to propose new appointments. The fully completed form should be considered by the School before being forwarded to [externalexaminers@keele.ac.uk](mailto:externalexaminers@keele.ac.uk). The Quality and Academic Standards Sub-Committee (QAS) will scrutinise all nominations on behalf of the Education Committee. Nominations endorsed by QAS will then be formally approved by Education Committee.

*NB: Proposals for extension of appointment, re-allocation of or additional duties for approved external examiners should be made using the EEN2 form.*

**PART A: DETAILS**

**A.1 Name of nominating School**

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**A.2**  **Name of partner institution (for collaborative provision 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 Details of programme(s)**

External examiners may have responsibility for more than one Keele award at a different level where these are closely aligned. A report should be provided for each programme examined except where programmes are closely related (for instance, where modules are shared), in which case a composite report may be accepted.

*(If the proposed appointment is for a new programme, please tick here )*

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| **Title(s) of award(s)** | **Name(s) of programme(s)** | |
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| If the proposed appointment is for more than one programme, please indicate whether the external examiner would need to attend an additional examination board and/or submit an additional report, and provide any related details. | |  |

**A.5 Proposed period of appointment**

External examiners would normally be associated with four annual intakes to the programme. In exceptional circumstances an extension may be considered for a fifth year.

Please enter the start and end dates based on the start of the academic year and completion of examination board procedures, as appointment periods may vary from the standard term of office. Typically:

* Undergraduate – 1st September – 30th September
* Postgraduate – 1st September – 31st December

Please ensure that the proposed term of office covers the date of the final examination board that the external examiner would be expected to attend. A period of overlap to facilitate a handover between the outgoing and incoming external examiner is permitted.

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| **From *(Please give full date)*** |  |
| **To *(Please give full date)*** |  |

**A.6 Name and current employment of nominee**

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| **Surname** | **Forename(s)** | **Title** |
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| **Current post and place of work *(if retired please indicate last post, with retirement date)*** | | |
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**A.7 Examiner to be replaced**

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| **Name** | | **Place of work** | |
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| **Term of Office** | **From *(Please give full date)*** | |  |
| **To *(Please give full date)*** | |  |

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| **Is a work permit required to work in the UK? YES / NO**  *Note: UK and EU/EEA citizens do not require work permits (delete as necessary)* |

**A.8 Typical annual workload**

The normal loading of a single external examiner would not usually exceed 240 credits at FHEQ Levels 5 and 6 per annum (external examiners are not usually required to examine modules at level 4).

Please detail the number of modules in credit terms scrutinised by this examiner, noting if any are shared with another examiner. Usually, only one external examiner would have responsibility for any given module. If a module forms part of more than one programme, please list it just once.

Please note a rationale for any exception in the comments box below.

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

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| **Anticipated time commitment associated with role (per year):**  *This should cover, as a minimum, approving assessment tasks, sampling assessed work, attendance at the board of examiners at least once per academic year, and writing their report. As an average this is normally around 20-25 hours.* |
|  |
| If modules are shared, please detail how the work is distributed between external examiners (e.g. whether the modules are shared due to specialisms etc). A separate template to show the allocation of modules within a team of external examiners is available from QA if required: |
|  |
| Please add any further comments / rationale here: |
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**A.9 External examining team**

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| **Will the nominee be part of an external examining team for the same subject?** | **YES / NO** |

If the nominee will be part of a team engaged for the same subject, please list the other examiners currently in the team, the provision they cover and their appointment start and end dates.

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| --- | --- | --- | --- |
| **Name of examiner** | **Provision covered (e.g. modules, specialisms)** | **Appointed** | **Completes** |
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**A.10 Collaborative Provision (if applicable)**

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| Will the Collaborative Provision students be considered at a separate examination board which this examiner will be required to attend? | **YES / NO / N/A** |
| Will the external examiner be expected to visit the Collaborative Provision Partner? | **YES / NO / N/A** |

**A.11 Additional Visits to the University**

Within their first year of appointment, external examiners would be expected to visit the University to attend an induction event. The University will reimburse expenses associated with this visit and would expect to reimburse expenses associated with one visit per year throughout the period of tenure.

There may be certain circumstances where the external examiner is expected to visit the University on additional occasions other than the induction event. This could include the observation of assessment events (such as assessed performances, practical work or presentations), or where a hand-over visit is arranged to support new examiners with no prior experience. Please provide details relating to any additional visits that would be expected.

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| Is there an expectation for the external examiner to visit the University on additional occasions other than the induction event and main assessment board? | **YES / NO** |
| **If yes, please provide details:** | |

**PART B: EXTERNAL EXAMINER APPOINTMENTS CRITERIA**

As outlined in the Keele Code of Practice on External Examining, criteria is in place to enhance the transparency and consistency of institutional practice in appointing competent staff as external examiners.

**If the answer is NO to any of the following questions, please provide a written explanation in the comments box below, or refer to the relevant information on the attached CV, to explain why QAS should grant an exemption from the criteria.**

**Does the nominee have:**

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| --- | --- | --- |
| B.1 | knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality | YES / NO\* |
| B.2 | competence and experience in the fields covered by the programme | YES / NO\* |
| B.3 | relevant academic and/or professional qualifications to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate | YES / NO\* |
| B.4 | competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures | YES / NO\* |
| B.5 | 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 | YES / NO\* |
| B.6 | familiarity with the standard to be expected of students to achieve the award that is to be assessed | YES / NO\* |
| B.7 | 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)* | YES / NO\* |
| B.8 | evidence of meeting applicable criteria set by professional, statutory or regulatory bodies | YES / NO\* |
| B.9 | awareness of current developments in the design and delivery of relevant curricula | YES / NO\* |
| B.10 | competence and experience relating to the enhancement of the student learning experience | YES / NO\* |

\*Delete as appropriate

Comments:

**B.11 External Examining experience**

Please provide a summary of the nominee’s experience as an external examiner of taught programmes.

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If the answer is YES to any of the following questions, please add a written explanation in the commentary box to explain why QAS should grant an exemption from the criteria.

Does the nominee fall into the following categories or circumstances:

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| --- | --- | --- |
| B.12 | served as an external reviewer or advisor at the University in the previous five years | YES / NO\* |
| B.13 | a member of a governing body or committee of the University or one of its collaborative provision partners, or a current employee of the University or one of its collaborative provision partners | YES / NO\* |
| B.14 | anyone with a professional, contractual or personal relationship with a member of staff or student involved with the School or the programme | YES / NO\* |
| B.15 | anyone required to assess their own colleagues who are recruited as students to the programme | YES / NO\* |
| B.16 | anyone who is, or knows they will be, in a position to influence significantly the future of students on the programme | YES / NO\* |
| B.17 | 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 module(s) in question | YES / NO\* |
| B.18 | 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\* |
| B.19 | a reciprocal arrangement involving cognate programmes at another institution | YES / NO\* |
| B.20 | the succession of an external examiner by a colleague from the examiner’s home department and/or institution | YES / NO\* |
| B.21 | the appointment of more than one external examiner from the same department of the same institution | YES / NO\* |

\*Delete as appropriate

Comments:

**B.22 Rationale for the proposed appointment**

Please provide details to explain why the nominee is a suitable candidate for this role. Examples could include details of expertise within the subject area, professional / academic / industrial experience etc.

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**B.23 Recruitment method**

Please provide brief details as to the recruitment methods used to fill this position. It would typically be expected that positions would first be openly advertised via professional networks and Jisc-mail where appropriate before utilising targeted recruitment methods. QA are available to support with placing adverts on Jisc-mail.

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

**Notes**

**This application must be accompanied by an up to date CV of the nominee, which should include the following information as a minimum:**

* higher education, including information on qualifications gained, with dates;
* employment history: posts with dates;
* professional qualifications: professional body qualifications, status of membership, with dates;
* research and related scholarly/professional/consultancy activity: main activities with particular reference to last five years; list major publications (books, articles in referred academic or professional journals) with dates;
* teaching experience: main areas of teaching responsibilities (if any) over last five years;
* experience as an external examiner in HE (where applicable).

**Please email this form and the nominee’s CV to** [**externalexaminers@keele.ac.uk**](mailto:externalexaminers@keele.ac.uk) **for scrutiny at the Quality and Academic Standards Sub-Committee.**

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| --- | --- | --- |
| Version number | Date | Owner |
| 8 | March 2024 | QA |

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)