**PROFORMA A:**

**PROPOSED ALTERNATIVE EXTERNAL EXAMINING ARRANGEMENTS**

**Programme / Subject:**

**Name of External Examiner(s):**

**Date of Board of Examiners:**

Tick as appropriate

|  |  |
| --- | --- |
| 1 The External Examiner will receive samples of students’ coursework and examination scripts to moderate. | Yes  No |
| 2 The External Examiner will confirm results by email using the appropriate form, prior to meeting of the Board of Examiners. | Yes  No |
| 3 Where there is only one external examiner for the course, or no external examiners can attend, arrangements will be made for the amended results sheets to be sent to the External Examiner for information | Yes  No Or  n/a |
| 4 Other arrangements not covered above (please specify if applicable) |  |
|  |  |
| To be completed by the Board of Examiners:  I am satisfied that the absent External Examiner or temporary External Examiner will be adequately involved in the external examining process and shall ensure that the arrangements as approved will be followed. |  |

**Signed: Date:**

(Chair of the Board of Examiners)

(This form should be signed and sent to [externalexaminers@keele.ac.uk](mailto:externalexaminers@keele.ac.uk) for approval)