**Annex - 04 - Application for Approval of an External Examiner for a Taught Course**

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| Please complete all sections of the form. |
| **Appointing Academic Institution:** |

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| **PART I NAME OF PROPOSED EXAMINER** |
| 1. Title: Surname:  Forename(s): |

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| **PART II REASON FOR APPOINTMENT** | |
| **2. Replacement of existing examiner** | **Additional appointment** |
| **a. If replacement examiner**  Name of examiner to be replaced:  Place of work:  Appointed from: To: | |
| **b. If additional appointment:**  Please provide rationale for new appointment: | |

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| **PART III ROLE TO BE PERFORMED BY EXAMINER** |
| **3. Proposed Period of Tenure.**  Appointments are normally for a 4 year period for taught undergraduate courses.  **From: To:**  (month & year) (month & year) |

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| **PART IV PROPOSED EXAMINER DETAILS**  **(To be completed by proposed external examiner)** |
| **4.** Address for Correspondence:  Post Code:  Telephone Number:  Email Address:  **5. Qualifications**  **a. Higher Education**  Colleges/Universities attended: Qualifications gained (with dates): |
| **b. Professional Qualifications**  Professional Body: Qualifications/Membership status, with dates: |
| **6. Current Employment**  Employer: Position with dates: |
| **7. Previous Employment**  Employer: Post(s), with dates: |
| **8.Any Current or Previous Association with the relevant Academic Institution**  Please Select.If Yes, please describe: |
| **9. Current External Examiner Appointments**  Please provide details of your current external examiner appointments. Please include the names of the institution(s), course/programme titles, level and dates of appointment. Please note that nominees should normally hold no more than two concurrent substantive external examinerships (including this). |
| **10. Previous External Examiner Experience**  Please provide details of your previous external examining experience during the last five years, including the names of institution(s), course/programme titles, level and dates of appointment. |
| **11. Teaching and Other Relevant Experience**  Please provide details of your teaching and other relevant experience, for example internal examining experience or professional duties, during the last five years. |
| **12. Research and related Scholarly/Professional Activity/Consultancy**  Please give a brief account of your main activities during the last five years, and list any major, recent publications (books, articles in refereed academic or professional journals), with dates. |
| **13. Conflicts of Interest**  Is he /she:  i. A member of a governing body or committee of the university or one of its collaborative partners?  ii**.** A current employee of the university or one of its collaborative partners?  iii. A former member of staff or student of the university?  If yes:  Was this within the past five years?  iv. In a close professional, contractual or personal relationship with a member of staff or student involved with the course(s) or module(s) to which you will be appointed?  v. Significantly involved in current or recent substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the course(s) or module(s) to which you will be appointed? |

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| **PART V ADDITIONAL INFORMATION** |
| **14. Does the proposed external examiner have:**  a. Knowledge and understanding of sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality?  b. Fluency in English, and where courses are delivered and assessed in languages other than English, fluency in the relevant language(s)?  c. 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?  d. Familiarity with the standard to be expected of students at the level of the course(s)/module(s) being assessed?  e. Competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures?  f. Awareness of current developments in the design and delivery of relevant curricula?  g. Competence and experience relating to the enhancement of the student learning experience?  h. **Procedural Examiners:** Comprehensive knowledge and understanding of standard regulatory policies and practices across the higher education sector?  If the answer is **NO** to any of the above questions, please provide a written statement giving a rationale for the appointment. Where the proposed examiner is an experienced practitioner (drawn from business, industry or the professions) please indicate how his or her expertise is complemented by that of other examiners. |
| **15. First-time External Examiners**  If this is the proposed examiner’s first external examiner appointment, please provide information on the mentoring arrangements that will be put in place and identify any additional support that will be made available. |
| **16. Supporting Statement**  If you wish to make any additional comments in support of this application, please do so here. |