# Form I1

## **Application for approval of a new external examiner**

## PART 1 – NOMINATION DETAILS

*To be completed by the course leader/subject lead and returned to the Senior Co-ordinator (QAE).*

NB: This form should be used to propose new appointments. Form I2 should be used to propose an exceptional extension of one year for current examiners, or to propose additional duties for current examiners.

All new external examiner nominations must be submitted in time for consideration of teaching block 1 draft assessments to be carried out by new external examiners.

**Details of Nominee**

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| **Name and title of nominee e.g., Dr, Professor** |  |
| **Email address of nominee** |  |
| **Present or last place of work if retired.**  Please include:   * Name of Institution/ Company or Practice * Name of School/ department |  |
| **Current home address of residence**  The University cannot permit staff to work from overseas and the nominee must therefore be UK-based. |  |

**Details of proposal**

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| **1a. Details of course(s)/subject area**  Please include:   * Award title(s) * Mode of study * Length of course (years and number of teaching blocks*)* |  |
| **1b. Name of collaborative partner(s) and the courses they deliver (if applicable)**  Please state if the course is also delivered in-house at KU |  |
| **1c. KU department and Head of Department name** |  |
| **1d. Language of delivery/assessment (if not English)** |  |

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| **2. Module responsibility**  List here all the modules for which the external examiner will be responsible for in their first year. Kingston University policy is that each subject external examiner should be assigned approximately 8 modules. Some of those modules may be franchised out to collaborative partners or delivered in multiple intakes. The module allocation will be reviewed annually by the faculty in liaison with the external examiner and may be subject to change e.g., where optional modules do not run, or an existing module is franchised out to a new partner. |  |

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| **3. Proposed period of tenure**  This is normally for five academic years. All appointments will run from 01 August 202X – end of business of 202X/XX academic year (five years later). |  |

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| **4a. Examiner to be replaced (if a new programme/course proceed to 4b)**  New examiner should take up appointment on retirement of predecessor. | **Name of examiner to be replaced:**  **Place of work:**  **Appointed from:**  *(Month and year)*  **To:**  *(Month and year)* |
| **4b. Examiner for a new programme/course**  New examiner should take up appointment to cover the first intake e.g., level 4 of UG degree and Year 1 of PG programme | **Programme start date:** |

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| **5. External examiner team**  Please give the name and institution of other proposed/approved and current external examiners at KU who are involved in auditing the same programme, course or subject area. Examiners not yet approved should be clearly marked with an asterisk. |  |

**Confirmation that the nomination meets the University criteria.**

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|  | **Y/N** |
| **6. Is there an appropriate balance of expertise in the team of external examiners?** |  |
| **7. Are the academic/professional qualifications of the nominee appropriate to the course?** |  |
| **8. Has the nominee the appropriate standing,** **expertise and experience to maintain comparability of standards?** |  |
| **9. Is the nominee conversant in the language of delivery and assessment?** |  |
| **10. Is there reciprocal external examining between KU and the external examiner’s employing organisation (within the same subject or field)?** |  |
| **11. Is the from an institution which has been the source of examiners in the recent past?**  The nominee must not work within the same department/institution as the examiner to be replaced. Furthermore, the nominee should not normally be from the same dept/institution which has been the source of examiners for the same team, or a team for a cognate subject, in the last six years. |  |
| **12. If applicable, does the nominee meet external examiner criteria stipulated by the PSRB (Professional, Statutory and Regulatory Body)?**  For example, a PSRB may stipulate that a particular balance of academic and practitioner expertise is required in the external examiner team, or that the external examiner must be a member of the accrediting body**.** |  |
| **13. When their duties commence, will the nominee hold more than two external examiner appointments?**  An external examiner should not be over-extended by their external examining duties. Therefore, a subject external examiner should not normally hold more than two external examiner appointments at any point in time |  |

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| **14. Rationale for nomination if it does not meet one or more of the criteria in Q6 to Q13 above, why does it warrant exceptional consideration?** |
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## PART 2 – ONLINE APPLICATION FORM

*For completion by the nominated external examiner.*

The Senior Co-ordinator (QAE) will send the proposed nominee completed Part 1 and the link to the on-line application form (Part 2), for completion. Once the online application has been received, the Senior Co-ordinator (QAE) will send the Associate Dean (Education) the application form and Part 3 for approval.

## **PART 3 – APPROVAL OF AN EXTERNAL EXAMINER FOR A TAUGHT COURSE/ SUBJECT AREA**

*For completion by the Associate Dean and QAE Team.*

**ASSOCIATE DEAN RECOMMENDS APPOINTMENT, SUBJECT TO FINAL CHECKS BY QAE TEAM**

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| **Name** |  |
| **Date** |  |

**FINAL CHECKS COMPLETED BY QAE - APPOINTMENT APPROVED/NOT APPROVED** (Senior Co-ordinator QAE to be notified)

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| **Outcome** |  |
| **Name** |  |
| **Date** |  |

**OR**

**ASSOCIATE DEAN DOES NOT RECOMMEND APPOINTMENT**

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| **Rationale** |  |
| **Name** |  |
| **Date** |  |

**QAE TO REQUEST NEW NOMINATION**

(Senior Co-ordinator QAE to be notified)

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| **Rationale** |  |
| **Name** |  |
| **Date** |  |