# Form I3

# Application for approval of a Programme Assessment Board external examiner

## PART 1 – ONLINE APPLICATION FORM

*For completion by the nominated external examiner.*

The QAE (Quality Assurance and Enhancement) Senior Co-ordinator will send the proposed nominee the link to the on-line application form (Part 1), for completion. Once completed, the QAE Senior Co-ordinator will attach Part 1 to this form and carry out initial checks against the University criteria (see Part 2). The QAE Senior Co-ordinator will then send the application form and Part 3 for completion and signature by the Assistant Registrar (QAE).

## PART 2 – INITIAL CHECKS BY SENIOR CO-ORDINATOR (QAE)

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

## PART 3 – FINAL CHECKS BY ASSISTANT REGISTRAR (QAE)

|  |  |
| --- | --- |
|  | **Y/N** |
| **1. Does the nominee have experience of working in a UK HEI in a senior position** **e.g. Pro Vice-Chancellor (Education), Associate Dean, School Director of Learning & Teaching, Head of School, Academic Registrar or Head of Quality Assurance?** |  |
| **2. Does the nominee have experience as a Chair or member of assessment boards, or** **significant experience of the application of assessment regulations and understanding of assessment board processes in UK HEI?** |  |
| **3. Is there more than one** **PAB external examiner from the same institution?** |  |
| **4.** **Is there reciprocal PAB external examining between** **KU and the PAB external examiner’s employing organisation?** |  |
| **5.** **Is the nominee from an institution which has been the source of PAB examiners in the recent past****?**   |  |

|  |
| --- |
| **6.** **Rationale for nomination if the nomination does not meet one or more of the criteria in Q1 to Q5 above, why does it warrant exceptional consideration?**  |
|  |

**APPOINTMENT APPROVED/NOT APPROVED BY ASSISTANT REGISTRAR (QAE)** (Senior Co-ordinator QAE to be notified)

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