# Form I2

# Application for approval of additional duties and/or exceptional extension (for one year only) for a current external examiner appointed to a taught programme

**NB: Form I1 should be used to propose NEW appointments**

Any additional duties/exceptional extensions must be submitted in time for consideration of teaching block 1 draft assessments, by external examiners. Please contact QAE to discuss any exceptional extensions.

## PART 1 - DETAILS OF EXTERNAL EXAMINER

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| 1. **Name of External Examiner:** |  |
| 1. **Details of current duties:**   *Please include:*   * *Award title(s)* * *Mode of study* * *Length of course (years and number of teaching blocks)* * *Current module allocation* |  |
| 1. **Details of current external examiner appointments at other** **HE institutions:**   *Please check if the external examiner has taken on any new external examiner appointments since their initial appointment with Kingston University, as this might contravene the criteria for the appointment of external examiners.* |  |

## PART 2 - DETAILS OF PROPOSAL

If this proposal is for **additional duties**, please complete sections 4, 6 & 7

If this proposal is for **an exceptional extension (for courses being taught out only)**, please complete sections 5, 6 and 7

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| **Section 4 – Additional Duties** |  |
| **4a. Additional Duties for which examiner is to have responsibility:**  *Please list the additional modules for which the examiner is to have responsibility and, if applicable, also give details of additional programme/subject area/collaborative partner. Kingston University policy is that each subject external examiner should be assigned up to 8 modules.* |  |
| **4b. Proposed period of responsibility for additional duties:**  *Please note, end date must not be beyond the end of the external examiner’s current term of office.* |  |
| **4c. Name of examiner to be replaced** (if applicable): |  |
| **4d. External examiner team:**  *Please give details of other proposed/ approved and current external examiners at* *KU who are involved in auditing the same programme, course or subject area, and their dates of appointment.* |  |

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| **Section 5 – Exceptional extension** |  |
| **5a. Exceptional extension (for courses being taught out only)**  *All external examiner appointments should be for a period of five years. An extension of one year can only be requested for courses being taught out.* |  |
| **5b. Current term of office** | **From:**  *(Month and year)*  **To:**  *(Month and year)* |
| **5c. External examiner team:**  *Please give details of other proposed/ approved and current external examiners at KU who are involved in auditing the same programme, course or subject area, and their dates of appointment.* |  |

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| **6. Is there reciprocal external examining between courses or departments?**  *KU staff must not concurrently hold the position of external examiner at the institution of the nominated examiner (within the same subject area or department).* |  |
| **7. Rationale for proposal**  *Please note the following:*  *Additional Duties should only be requested if the examiner has already agreed to the additional time commitment involved; please check this before submitting this form.* |  |

## Approvals:

**Associate Dean of Faculty**

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

**QAE**

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