

**External Examiner Nomination Form**

***The form should be completed (electronically) by the Course Leader and signed by the nominated external examiner.***

The form should be authorised by the Head of School together with a copy of the proposed External Examiner’s CV (in Word or pdf format). **Following Head of School authorisation, the form and CV should be sent electronically** to Margaret Chaffey, m.chaffey@worc.ac.uk, Academic Quality Unit (AQU), for formal approval by the Academic Standards and Quality Enhancement Committee (ASQEC). Once approved, written confirmation of the appointment will be circulated by AQU.

**Please complete ALL sections**: if a section is not applicable please insert “N/A”.

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| **University of Worcester School completing this form:** |  |
| **Course Leader / School Contact completing this form:** |  |
| **Date of completion:** |  |

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| **Part A: Nominee’s details:** *(to be completed by nominating school)* |
| **First name(s)** |  |
| **Family name** |  |
| **Title** |  |
| **Title of current post** |  |
| **Current employing institution** |  |
| **Address for correspondence** |  |
| **Telephone number** | Home:Work: |
| **Email address** *(the University will use this as the main method of contact)* |  |
| **Signature of proposed External Examiner***(or attach email or electronic signature)* |  |

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| **Part B: Nominee’s professional background:** *(to be completed by nominating school)* |
| **Rationale for selection of nominee** |  |
| **Experience in Higher Education** |  |
| **Previous and current External Examining experience***(with dates and institutions over the last five years)* |  |
| **Any involvement or relationship with University of Worcester and / or partner institution** |  |
| **Reciprocal arrangement***(To ensure that reciprocal arrangements are avoided, please confirm whether or not there have been any subject-related links between the two institutions and/or with key members of the course team within the last 3 years)* |  |
| **Mentoring requirements***(Please see the* [*UW Mentoring Policy*](https://www2.worc.ac.uk/aqu/documents/UW_Mentoring_Policy_for_Mentors.pdf) *for new External Examiners for guidance).*Please include name of proposed mentor. |  |

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| **Part C: The programme details:***(to be completed by nominating school)* |
| University of Worcester School |  |
| Level and full title of programme(s) as in the approved programme specification(s) |  |
| Details of current external examining team in the subject area for programmes at this levelPlease indicate which of the team is the outgoing external examiner by ticking the relevant box | Examiner: Click here to enter text. [ ] Institution: Click here to enter text.End of appointment: Click here to enter a date.Examiner: Click here to enter text. [ ] Institution: Click here to enter text.End of appointment: Click here to enter a date.Examiner: Click here to enter text. [ ] Institution: Click here to enter text.End of appointment: Click here to enter a date.Examiner: Click here to enter text. [ ] Institution: Click here to enter text.End of appointment: Click here to enter a date. |

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| **Programme delivery details**Please select the delivery mode(s) for the programme(s) to be covered by the nominee: |
| Campus based | Yes [ ]  No [ ]  |
| Campus | St Johns [ ]  | Severn [ ]  | City [ ]  |
| University of Worcester International Study Centre (UWIC) | Yes [ ]  No [ ]   |
| Collaborative partner | Yes [ ]  No [ ]   |
| *Name of Collaborative partner* |  |
| Distance learning | Yes [ ]  No [ ]   |
| Blended learning (e.g. block delivery and online) | Yes [ ]  No [ ]   |
| Off-site delivery | Yes [ ]  No [ ]   |
| Number of modules the nominee will externally examine (across all programmes) |  |
| Total number of students the nominee will externally examine (across all programmes, based on current provision) |  |

**Prior to completion of the form please find below eligibility and suitability criteria under which a new External Examiner may be proposed:**

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| **Eligibility of the proposed examiner** |
| Individuals in the following categories or circumstances will **not** normally be appointed as external examiners:* a member of staff, governor or near relative of members of staff in relation to the course;
* the examiner on a cognate course in the University or one of its partners.
* anyone closely associated with the sponsorship of students on the course;
* anyone closely associated with placements or training;
* anyone required to assess colleagues who are recruited as students to the programme of study;
* anyone in a position to influence significantly the future of students on the programme of study;
* anyone involved in recent or current substantive collaborative research activities with a member of staff;
* an External Adviser(s) (EA1) who advises the Course Team in developing the course through meeting(s) and/or comment on draft course documentation;
* there is no more than one examiner from the same institution in the team of external examiners;
* there is no reciprocal external examining between courses or Schools in the two institutions;
* this is not a replacement of an external examiner by an individual from the same institution or an external examiner from an institution, which has been a source of external examiners in the recent past (typically at least three years).
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| **Suitability of the proposed examiner** |
| The criteria against which nominations for new external examiners are considered are as follows:* knowledge and understanding of UK Higher Education sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality;
* competence and experience in the field covered by the programme of study, or parts thereof;
* relevant academic and/or professional qualifications to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate;
* competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures;
* familiarity with the standard to be expected of students to achieve the award that is to be assessed;
* meeting applicable criteria set by professional, statutory or regulatory bodies;
* awareness of current developments in the design and delivery of relevant curricula;
* competence and experience relating to the enhancement of the student learning experience.
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| **Eligibility and suitability: school confirmation** |
| Does the nominee match any of the above eligibility exclusion categories? | Yes [ ]  No [ ] Any comments:  |
| Does the nominee meet the suitability criteria? | Yes [ ]  No [ ]  |
| Authorisation by UW Head of School or nominee | Signature of Head of School(or attach email or electronic signature) |

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| **Part D: Academic Quality Office use only:For completion by AQU Officer and ASQEC committee member** |
| **Date Nomination received** |  |
| **Any duplication of links at both institutional and School level as confirmed by the Academic Quality Unit**AQU to identify from their records any instances where nominations are made from the same institution and for the same UW School. | Approved / Not ApprovedDate:  |
| **Approved by Committee Member on behalf of ASQEC** Any comments or clarification required? | Approved / Not ApprovedBy: (*initials)*Date:  |
| **Approved by Chair of ASQEC, Director of Quality and Educational Development** Any comments or clarification required?If mentor required, to be noted for ASQEC. | Approved / Not ApprovedDate:  |
| **Approved by Vice Chair of ASQEC,** **Academic Registrar** |  |