External Examiner Proposal Form (HE06H)

Application for approval of an External Examiner for a Taught Programme of Study

This form must be used to propose a new examiner appointment when a programme is approved for delivery or when an existing external examiner is due to retire or resigns. The form should be completed electronically and **all** **sections** completed. Please write *N/A* or *None* where appropriate.

This form should be used in conjunction with the Code of Practice Board of Examiners and External Examiners available on the TEC Partnership’s HE Quality and Standards web page

**IMPORTANT:** An up to date curriculum vitae MUST be supplied with this proposal. The form MUST be signed and dated in Section 2 part 13 before being submitted to the TEC Partnership’s HE Quality Officer.

SECTION 1

1. Programme Title(s)

Type titles here in a list

1. Modules to be examined (please list the titles of all modules and all student numbers)

|  |  |  |
| --- | --- | --- |
| Programme Title | Module Title | No of Students |
|  |  |  |
|  |  |  |
|  |  |  |

1. Period of tenure (normally for 4 years)

|  |  |
| --- | --- |
| From: |  |
| To: |  |

1. Details of the proposed examiner

|  |  |  |
| --- | --- | --- |
| a | Title and full name |  |
| b | Present position and place of work |  |
| c | Address for correspondence |  |
| d | Telephone number(s) |  |
| e | Email address |  |

1. Current and previous employment over the last 5 years (most recent first)

|  |  |  |
| --- | --- | --- |
| Employer | Post(s) including Department | Dates |
|  |  |  |
|  |  |  |
|  |  |  |

1. Higher Education Qualifications (most recent first)

|  |  |  |
| --- | --- | --- |
| Institution attended | Qualifications gained | Dates |
|  |  |  |
|  |  |  |
|  |  |  |

1. Professional Qualifications

|  |  |  |
| --- | --- | --- |
| Professional Body | Qualifications/status of membership  (please include membership or registration number if appropriate) | Dates |
|  |  |  |
|  |  |  |
|  |  |  |

1. Teaching experience – most recent first

|  |  |  |  |
| --- | --- | --- | --- |
| Institution | Subject area and level | Internal examiner?  Y/N | Dates |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. External Examiner appointments held currently and/or over the last 5 years (excluding research degrees)

*Note to proposer: If this appointment will lead to more than two concurrent substantial examiner**appointments (or equivalent), please provide confirmation in part 12 that the examiner’s workload will not be excessive.*

|  |  |  |  |
| --- | --- | --- | --- |
| Institution | Programme of Study | Number of Students | Dates of Appointment |
|  |  |  |  |
|  |  |  |  |

1. Examiner to be replaced

Is this applicant replacing an existing External Examiner? Yes / No

If yes, please complete a to d below. If no, leave a to d blank and move to Section 2

|  |  |  |
| --- | --- | --- |
| a | Name |  |
| b | Place of work |  |
| c | Dates of tenure | From:  To: |
| d | Name of mentor proposed  (if required) |  |

SECTION 2

1. Research and related scholarly activity, professional activity or consultancy

Type details here in a list

1. Relevant experience in any other capacity over the last 5 years

Type details here in a list

1. Recommendation on behalf of the Faculty

I confirm that the above person meets the requirements of the TEC Partnership’s Code of Practice on Board of Examiners and External Examiners

(available at http://www.grimsby.ac.uk/documents/quality/Code\_of\_Practice.pdf)

For example, the nominee must:

* Have academic and where appropriate other professional expertise, experience and qualifications appropriate to the award being examined, with both level and the subject(s) of those qualifications generally matching those to be examined
* Be able to command ‘respect’ which may be demonstrated through academic expertise and/or professional achievement
* Have expertise and experience in assessment at the appropriate level. If the nominee has no previous external examining experience, s/he will be expected to have extensive internal examining or other relevant experience
* Be impartial which may be demonstrated through no prior involvement with the TEC Partnership during the last five years
* Not be from the same institution as the outgoing external examiner
* Satisfy any requirements laid down by relevant professional, statutory or regulatory bodies where appropriate
* Not normally hold more than two external examiners appointments for taught programmes at the same time

I wish to nominate the above person as an external examiner in my Faculty

|  |  |
| --- | --- |
| Signed (Curriculum Manager) | Date |
|  |  |

SECTION 3

1. Authorisation on behalf of HE Curriculum, Quality and Standards Committee

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Signed |  |
| Date |  |