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| **EXTERNAL EXAMINER AND EQA EXTERNAL ASSESSOR NOMINATION FORM** |

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| **SECTION 1: FOR COMPLETION BY NOMINEE** |

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| **PART 1.1) PERSONAL DETAILS** | | | | | |
| **Title:** |  | **Forename(s):** |  | **Surname:** |  |
| **Current Position:** | |  | | | |
| **Department/School:** | |  | | | |
| **Current Employer:** | |  | | | |
| **Main contact details**  **(please use a mobile number)** | | Postal address: | | | |
| Mobile no: | | | |
| Email address: | | | |

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| **PART 1.2) QUALIFICATIONS AND EXPERIENCE** | | | | |
| * + 1. **Brief details of relevant academic qualifications: (add additional lines as required)** | | | | |
| Qualification: | | Institution: | | Year obtained: |
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| * + 1. **Brief details of relevant professional experience or memberships:** | | | | |
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| * + 1. **Current external examiner appointments held:** | | | | |
| Programme(s)/subject(s)/module(s): | | Institution: | | Term of office: |
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| * + 1. **If appointed an examiner for Lancaster University, please indicate how many concurrent external examiner appointments will you hold:** | | | |  |
| * + 1. **Previous external examiner appointments held: (add additional lines as required)** | | | | |
| Programme(s)/subject(s)/module(s): | | Institution: | | Term of office: |
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| * + 1. **Previous three employment posts held:** | | | | |
| Employer: | Position: | | Period of employment: | |
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| * + 1. **Relevant Teaching and Assessment Experience: (incl. experience of programme/module leadership, course design and assessment, application of academic standards in line with UK sector reference points, appropriate academic experience and subject knowledge)** | | | | |
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| * + 1. **Research and related scholarly/professional activity/consultancy: (with reference to last 5 years, incl. brief account of main activities, listing major publications, exhibitions, projects, etc.)** | | | | |
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| * + 1. **For integrated degree apprenticeship programmes where the EE role will also include a requirement to be the EQA external assessor: Please provide details of occupational competence, industry engagement activities or current industry practice: (for example involvement in Trailblazer groups, developing or delivering apprenticeship standards or EPA plans.)** | | | | |
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| **PART 1.3) CONFLICT OF INTEREST** | |
| * + 1. **The University’s selection criteria detail the following as conflicts of interest. Please indicate where any apply.** | |
|  | **Y/N** |
| 1. Are you a member of a governing body or committee of the University, or one of its associated institutions or collaborative partners, or a current employee or student of the University or one of its associated institutions or collaborative partners |  |
| 1. Do you have a close professional, contractual or personal relationship with a member of staff or student involved with the programme(s) |  |
| 1. Are you required to assess colleagues who are recruited as students to the programme of study; |  |
| 1. Are you now or in the future, in a position to influence significantly the future of students on the programme of study |  |
| 1. Do you have significant involvement in current or recent substantive research activities with a member of staff who is closely involved in the delivery, management or assessment of the programme(s)/module(s) in question |  |
| 1. Are you a former member of staff or student of the University or its associated institutions unless a period of five years has elapsed and all students taught by or with the proposed external examiner have completed their programme(s) |  |
| 1. Have you previously served as an external examiner or adviser for the programme(s) within the past five years |  |
| 1. Are you a colleague from the same Faculty/Department at your University or its associated institutions who is currently serving as an external examiner for Lancaster University |  |
| 1. As EQA external assessor will you be independent from apprentices, employers, assessors and training providers (and have complete independence from the delivery or assessment of the EPA) |  |
| * + 1. **If you have answered ‘yes’ to any of the criteria above, please provide further details below:** | |
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| **PART 1.4) DECLARATION** | | | | |
| **I confirm that:** | | | |  |
| To the best of my knowledge, the particulars given by me on this form are correct and, if appointed, I agree to conduct all of the duties of the role as laid out in External Examiner Procedures for Taught Programmes as contained in the University’s Manual of Academic Regulations and Procedures. | | | |  |
| If I am appointed as an examiner for this programme/group of programmes or modules, within the term of the appointment I will not, at any point, hold more than two external examiner appointments without first notifying the University. | | | |  |
| I will notify the University of any change of circumstances which might represent a conflict of interests or make me ineligible to continue to hold the post. | | | |  |
| **Signature:** |  | **Date:** |  | |
| **Right To Work checks**  **It is UK Home Office legislation that all nominees are required to provide evidence of their right to work in the UK.**  **UK & Irish citizens:**  **We have contracted with OCR Labs who are a recognised IDSP (Identity Security Provider) through our third party, Reed Assured ID, to undertake these checks on our behalf. You have provided us with your mobile phone number in your application and you will receive a SMS message from our provider asking you to complete some details via your phone. Once these details have been completed and verified, your right to work check will be confirmed to us. You will then be required to take part in a TEAMs call to confirm your identity.**  **Non UK & Irish citizens:**  **You will be required to provide a UKVI share code to confirm you have the right to work in the UK before your employment can commence. Once these details have been completed and verified, your right to work check will be confirmed to us. You will then be required to take part in a TEAMs call to confirm your identity.**  **Please note, if we cannot complete a satisfactory right to work check, you will not be able to commence work and your start date will be delayed or your contract may be withdrawn until the relevant evidence has been provided. This is in line with Home Office regulations.**  **All external examiners will be required to complete the External Examiner New Starter Form to complete their appointment process.**  **As part of the Lancaster External Examiner appointment process, you will be added to the External Examiner Communication Hub TEAMS site using your home institutional details. Please be aware this will mean that your name and home institution email address will be visible to all members of the site. Please contact** [externalexaminers@lancaster.ac.uk](mailto:externalexaminers@lancaster.ac.uk) **you have an issue with this.** | | | | |

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| **SECTION 2) FOR COMPLETION BY DEPARTMENT** |

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| **PART 2.1) DETAILS OF ROLE** | | | | | | | | | |
| * + 1. **Faculty:** | Pick. | | | | | | | | |
| * + 1. **Department:** | Pick. | | | | | | | | |
| * + 1. **Programme contact:** | |  | | | | | | | |
| * + 1. **Departmental administrative contact:** | | | | REQUIRED | | | | | |
| * + 1. **Professional accreditations associated with programme:** | | | | | | |  | | |
| * + 1. **Exact date appointment will start:** | | | | | | | Click or tap to enter a date. | | |
| * + 1. **Exact date appointment will end:** | | | | | | | Click or tap to enter a date. | | |
| * + 1. **Name of Mentor (if applicable):** | | | | |  | | | | |
| * + 1. **Subject area covered by Mentor:** | | | | |  | | | | |
| * + 1. **Details of External Examiner this appointment will replace:** | | | | | | | | | |
| 1. **Title and Full Name:** | | |  | | | | | | |
| 1. **Position and Institution:** | | |  | | | | | | |
| 1. **Appointment ends:** | | |  | | | | | | |
|  | | | | | | **UG** | | **PGT** | **PGR** |
| * + 1. **Academic Level of provision to be examined:** | | | | | |  | |  |  |
| * + 1. **Title of Degree(s): (add additional lines as required)** | | | | | | **Award:** | | **Location(s):** | **Mode(s):** |
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| * + 1. **Title of Module(s): (add additional lines as required)** | | | | | | | | **Mnemonic:** | **Level:** |
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| **PART 2.2) NOMINEE ELIGIBILITY** | |
| * + 1. **Person Specification:** | |
| The University’s selection and appointment criteria require that external examiners fulfil the following criteria: | **Y/N** |
| 1. Knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality |  |
| 1. Competence and experience in the fields covered by the programme of study, or parts thereof |  |
| 1. Relevant academic and/or professional qualifications to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate |  |
| 1. Competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures |  |
| 1. Sufficient standing, credibility and breadth of experience within the discipline to be able to command the respect of academic peers and, where appropriate, professional peers |  |
| 1. Familiarity with the standard to be expected of students to achieve the award that is to be assessed |  |
| 1. Fluency in English, and where programmes are delivered and assessed in languages other than English, fluency in the relevant language(s) (unless other secure arrangements are in place to ensure that external examiners are provided with the information to make their judgements) |  |
| 1. Where applicable, meet criteria set by professional, statutory or regulatory bodies |  |
| 1. Awareness of current developments in the design and delivery of relevant curricula |  |
| 1. Competence and experience relating to the enhancement of the student learning experience |  |
| **If the answer to any of the above criteria is ‘no’, please provide a brief supporting statement for the nomination:** | |
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| **PART 2.3) DEPARTMENTAL CONFIRMATION** | | | | |
| * + 1. **Please indicate where any apply.** | | | | |
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| 1. The nominee has confirmed their willingness to serve in accordance with the University’s policies on the selection, appointment, employment and duties of External Examiners. | | | |  |
| 1. The nominee does not fall within any of the categories or circumstances listed in Restrictions of Appointment. | | | |  |
| 1. No reciprocal arrangements have been identified with this nominee, their academic department, or with any member of our department, in relation to external examining of cognate programmes (UG and PG) at our respective institutions. | | | |  |
| **Signature:** |  | **Date:** |  | |
| **Name:** |  | Head of Department | | |

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| **PLEASE RETURN THIS FORM TO THE FACULTY QUALITY ASSURANCE AND ENHANCEMENT MANAGER** |

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| **SECTION 3: RECORD OF APPROVAL** |

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| **3.1) Faculty Approval** | | | | | |
| Date received by Faculty | | Date: | Pick. | | |
| Date considered by Faculty | | Date: | Pick. | | |
| *I confirm that the proposed nominee has been considered and endorsed by the Faculty and submit the nomination for institutional approval.* | | | | | |
| **Signature:** |  | | | **Date:** |  |
| **Name:** |  | | | Associate Dean (Education) or QAEM nominee | |

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| **3.2) Institutional Approval** | | | | | | | |
| **Received by AQSC** | | **Date:** |  | ***Received by:*** |  | | |
| *On consideration of the evidence provided in support of the nomination:* | | | | | | | |
| 1. *I approve the appointment of the above-named person as an External Examiner of Lancaster University.* | | | | | | |  |
| **Signature:** |  | | | | **Date:** |  | |
| **Name:** |  | | | | University Academic Dean | | |