**MODULE EXTERNAL EXAMINER NOMINATION - CHECKLIST**

The following checklist is adapted from the sections on person specification and conflicts of interest and impartiality of the External Expertise Protocol of the University’s Academic Quality Handbook.

The checklist should be completed (with short explanatory notes where a particular criteria is not fully met) and attached to the completed Module External Examiner Nomination Form (GA2).

|  |  |
| --- | --- |
| Name of nominee: |  |

| **Criteria for nominees** | **Criteria met**  *(or notes)* |
| --- | --- |
| The nominee has knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality. |  |
| The nominee has relevant academic and/or professional qualifications to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate. |  |
| The nominee has 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. |  |
| The nominee has competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures and of assessing in the fields and at the levels covered by the programme of study. |  |
| The nominee has a thorough knowledge and understanding of the standards to be expected of students in order to achieve the award that is to be assessed. |  |
| The nominee is fluent in English, and where programmes are also delivered and assessed in Welsh, fluent in Welsh. |  |
| The nominee meets any applicable criteria set by professional, statutory or regulatory bodies. |  |
| The nominee will not hold more than two external examining appointments if appointed. |  |
| The nominee has awareness of current developments in the design and delivery of relevant curricula and competence and experience relating to the enhancement of the student learning experience. |  |
| The nominee is not a member of the governing body or of one of the committees of the University or one of its collaborative partners, or a current employee of the University or one of its collaborative partners. |  |
| The nominee is not in a close professional, contractual or personal relationship with a member of staff involved in the delivery, management or assessment of the programme or with a student currently on the programme. |  |
| The nominee will not be required to act as external examiner for member(s) of staff at his/her own organisation who are students on the programme of study. |  |
| The nominee would not be in a position to influence significantly the future of students on the programme of study. |  |
| The nominee is not significantly involved in recent (within the last five years) or current substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme(s) or modules in question. |  |
| The nominee is not a former member of staff or student of the University unless a period of five years has elapsed and all students taught by or with him/her have completed their programme(s). |  |
| The appointment of the nominee will not create a reciprocal arrangement involving cognate programmes at his/her institution. |  |
| The nominee is not employed in the same department and institution as his/her immediate predecessor(s). |  |
| The appointment of the nominee will not result in more than one external examiner from the same department of the same institution. |  |
| The nominee has not been involved in the development of the programme or its component parts as an external consultant. |  |
| The nominee did not act as an External Adviser for the validation of the programme |  |
| The nominee has been informed that it is a requirement that all external examiners will make themselves available for an initial University Induction following appointment. |  |
| The nominee has agreed to be nominated for appointment. |  |

Where a nominee does not meet all the above criteria and/or a nominee has limited or no previous experience of external examining, details of the proposed arrangements for providing robust support to the individual must be provided. *Support arrangements may include the appointment of a team of external examiners (so that all the above criteria are met across the team), or use of an experienced external examiner from another programme to act as a mentor (particularly for individuals who are new to external examining). Where internal mentors are appointed, they must not be associated with the programme for which the external examiner is responsible.*

|  |
| --- |
|  |

An end-of-year report will need to be presented to the Academic Office for each individual external examiner where support arrangements were required in order for the appointment to be approved.

**Academic Discipline approval**

|  |  |
| --- | --- |
| Head of Centre / Academic Director |  |
| Signature |  |
| Date |  |

If this form is completed by a collaborative partner institution, the information must be verified by the relevant University Institute.

**Institute approval**

|  |  |
| --- | --- |
| Dean (or pp. Dean’s representative) |  |
| Signature |  |
| Date |  |

**THIS FORM IS ALSO AVAILABLE IN WELSH**