**EXTEND DUTIES OF MODULE EXTERNAL EXAMINER FORM**

**SECTION A: Current Module External Examiner**

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| --- | --- |
| Name: |  |
| Current job title: |  |
| Current affiliation: |  |
| Faculty/School/Department: |  |
| Current Period of Tenure: | From: |  | To: |  |
| Extension of Duties Period: | From: |  | To: |  |

**OTHER CURRENT external examiner appointments**

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| --- | --- | --- |
| ***From - To*** | ***Institution*** | ***Programme and Level*** |
| YY – YY |  |  |
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**SECTION B: Current Modules and Programmes of Study**

1. List of modules (not including Level 7 dissertation/project modules worth 60 credits or more) currently examined by the module external examiner:

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| --- | --- | --- | --- | --- | --- |
| Module code and name | Credit | Level | Module code and name | Credit | Level |
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1. Is the examiner currently responsible for Level 7 dissertation/project modules (Part II)? **YES / NO**

If so, please provide details.

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| --- | --- | --- | --- |
| Module code and name | Credit | Module code and name | Credit |
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1. Full title of any programme(s) (including HN Awards) to which modules contribute and named staff contact for each.

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| --- | --- | --- | --- |
| Programme(s) | Delivered by Partner? If **YES**, please identify\* | Apprenticeship programme **YES / NO** | Named staff Contact & Academic Discipline |
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\* List every programme for each partner as the external examiner will be required to provide a separate report for each one

1. Does this extension of duties replace another External Examiner whose tenure is ending? If so, please provide details:

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**SECTION C: Nature of Additional Duties**

**To cover additional module(s) - complete 1, 2 and 3 below**

**To cover same module(s) at additional locations - complete 4 below**

1. List of additional modules (not including Level 7 dissertation/project modules worth 60 credits or more) to be examined by the external examiner:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Module code and name | Credit | Level | Module code and name | Credit | Level |
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1. List any additional Level 7 dissertation/project modules (Part II) to be examined by the external examiner:

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| --- | --- | --- | --- |
| Module code and name | Credit | Module code and name | Credit |
|  |  |  |  |
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1. Full title of any programme(s) (including HN Awards) to which modules contribute and named staff contact for each.

|  |  |  |  |
| --- | --- | --- | --- |
| Programme(s) | Delivered by Partner? If **YES**, please identify | Apprenticeship programme **YES / NO** | Named staff Contact & Academic Discipline |
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4. Additional locations

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| *List all additional locations to be covered by the external examiner where module(s) will be delivered* |

**SECTION D: Impact of additional duties**

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| *Requests for extending the duties of an external examiner will only be granted where there are assurances that such additional duties will not result in an unreasonable increase in the external examiners’ workload.* |

Is the external examiner still eligible to be an external examiner according to the University’s regulations (see External Expertise Protocol) and in line with the QAA UK Quality Code for Higher Education Advice and Guidance: External Expertise? **YES / NO**

(Advice may be sought from the Academic Office on this matter).

Has the external examiner agreed to the additional duties? **YES / NO**

**SECTION E - External Examiner fee**

**Information required for the continued calculation of the External Examiner fee**

**Number and total credit value of current modules *[not including additional modules].* For modules delivered more than once per annum and/or delivered at more than one location and overseen by the same External Examiner, please indicate the number of cohorts per year in relation to each module as this may have an impact upon the annual fee. Please append additional information where required.**

|  |  |  |
| --- | --- | --- |
|  | **Number of modules** | **Total credit value** |
| Level 4 |  |  |
| Level 5 |  |  |
| Level 6 |  |  |
| Level 7 Part I |  |  |
| **Total** |  |  |

|  |  |  |
| --- | --- | --- |
| Level 7 Part IIdissertation / project |  |  |

**Number and total credit value of additional modules. For modules delivered more than once per annum and/or delivered at more than one location and overseen by the same External Examiner, please indicate the number of cohorts per year in relation to each module as this may have an impact upon the annual fee. Please append additional information where required.**

|  |  |  |
| --- | --- | --- |
|  | **Number of modules** | **Total credit value** |
| Level 4 |  |  |
| Level 5 |  |  |
| Level 6 |  |  |
| Level 7 Part I |  |  |
| **Total** |  |  |

|  |  |  |
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| Level 7 Part IIdissertation / project |  |  |

Please give the name(s) of any other external examiner(s) responsible for modules in the programme(s) of study.

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All module external examiners are required to attend the institution once during the academic year to meet staff and students (electronically or in person); this may coincide with the date of the Examining Board or be undertaken at a mutually convenient date. Module external examiners are not required to attend Examining Boards but at least one external examiner must be present at each Examining Board; if it is not possible to secure attendance by at least one module external examiner, a procedural external examiner will be asked to attend the Examining Board. Please indicate below any additional attendance requirements, showing number of extra days and purpose. Additional attendance is normally exceptional, and used for purposes such as observing teaching practice, or attending exhibitions or performances for assessment purposes. Please see the External Expertise Protocol for further information regarding expectations for attendance/visits.

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Please add any further information you feel is necessary for the setting of an appropriate fee.

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**SECTION F - Authorisation**

**Academic Discipline approval**

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| Academic Director |  |
| Signature |  |
| Date |  |

**Institute approval**

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

The completed form should be sent to the Quality Assurance section of Academic Office (email: AOexternals@uwtsd.ac.uk) for consideration.

**THIS FORM IS ALSO AVAILABLE IN WELSH**