**Loughborough University in London**

**External Programme Assessor and/or External Examiner Appointment Form**

To: The Programme Quality and Teaching Partnerships office, Rutland Building.

Email: external-examiners@mailbox.lboro.ac.uk

From:

Institute:

Contact:

Please arrange for the under-mentioned to be appointed as an External Programme Assessor/External Examiner for taught courses and programmes.

**SECTION A - THE APPOINTEE**

Title: Name:

Degrees:

Honours:

Current post held:

Address:

Email address:

Tel: No: Mobile:

**SECTION B - NATURE OF APPOINTMENT**

Will this person act as an External Examiner for modules? Yes/No

If so, to which modules:

Will this person act as an External Programme Assessor? Yes/No
UG / PG?

If so, to which programme(s):

In which academic year should the appointment begin?

**Checklist of criteria to avoid potential conflicts of interest**

I confirm that the appointee:

|  |  |
| --- | --- |
|  | **Tick box** |
| Does not hold more than one other appointment as an external examiner in HE |  |
| Has not been a member of staff or a student of LU, or a partner organisation, within the past three years |  |
| Has not held a previous appointment as an external examiner in the inviting School at LU within the past four years |  |
| Is not employed in an HEI department/ School elsewhere which has a member of the inviting School at LU serving as an external examiner |  |
| Is not employed in the same HEI department/ School as the previous external examiner for the same programme(s)/module(s) |  |
| Has no personal conflicts of interest (for example, a son or daughter or other relation or is connected with a person who is a student or member of staff in the inviting School at LU)  |  |

A written case must be made in support of any proposed appointment that does not meet the above criteria and submitted with this form.

Please tick the box if a case has been proposed and is included:

I confirm I have completed and included with this form the information detailed below:

|  |  |
| --- | --- |
|  | **Tick box** |
| Section A and B completed |  |
| Conflicts of interest checklist completed |  |
| Appointees Curriculum Vitae attached  |  |
| Copy of Appointees Right To Work documentation attached |  |
| Appendix 1 completed and attached |  |

**APPROVAL PROCESS**

Wherever possible, External Examiners appointed to Loughborough University in London should be drawn from the pool of External Examiners currently appointed to cognate disciplines at Loughborough University.  Where this is not possible, please provide below a brief explanation of the reasons for this.

**Loughborough University**

**School**: AUTHORISATION by School Dean or AD(E&SE)

Name:

Position:

Signature:

Date:

**Loughborough University in London**

**School:** AUTHORISATION by LUIL Dean or AD(E&SE)

Name:

Position:

Signature:

Date:

**Programme Quality and Teaching Partnership (PQTP) Office:**

AUTHORISATION by Head of Programme Quality and Teaching Partnerships on behalf of the PVC(E&SE)

Name:

Position:

Signature:

Date:

|  |  |
| --- | --- |
|  |  |

**Appendix A: Information provided by the School to External Examiners and External Programme Assessors**

The list indicates the information which the university expects most External Examiners to receive.

Tick the boxes where information will be provided and cross the boxes where information will not be provided. Many of the items are standard School documentation; the remaining information should be provided in a brief policy statement which should also indicate why the crossed items have been omitted.

External Examiner School Contact Name:

Tel No:

E-mail:

|  |  |
| --- | --- |
|  | **Tick box** |
| School profile |  |
| The Programme/Module Syllabuses |  |
| Programme Specifications |  |
| Module Specifications |  |
| Programme Regulations |  |
| Preferred A-level/first degree subjects |  |
| Any direct admission to year two |  |
| Non-traditional admissions |  |
| Policy statement\* |  |
| External Examiners’ reports for the last 3 years |  |
| Dates of Programme Boards |  |
| A set of previous question papers |  |
| Description of prizes to be awarded |  |

\* The policy statement should explain the department’s student assessment practice and how the External Examiner can expect to be involved in the assessment process in the course of the academic year.

In addition, the Programme Quality and Teaching Partnerships Office provide links to the following general information available via the Loughborough University website:

• External Examining for Taught Undergraduate and Postgraduate Programmes Code of Practice

• Ordinances and Regulations affecting assessment

• Equal Opportunities Policy

• Schedule of Fees