



External Examiner Nomination Form

Note: nominations will be made in accordance with the criteria for appointment set out in Appendix A.

Nomination submitted by:

Scope

1. Programmes/modules for which the appointment is requested:	
2. Name of Examiner being replaced (if applicable)	
3. Proposed date of appointment	

Nominee details

4. Nominee name:	
5. Current position/Job Title	
6. Current Institution/ Employer	
7. Nominee email address:	
8. Nominee correspondence address	

Experience

9. Details of Nominee's previous/current experience as an external examiner	
10. Please enclose full	Enclosed/Not Enclosed

Conflict of Interest

11. Please detail any potential conflict of interest	
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Appendix A. Criteria for appointment of External Examiners

Arden University adopts the national criteria for appointment of External Examiners set out in the QAA's UK Quality Code for Higher Education Chapter 7: External Examining. Successful candidates to the appointment of External Examiner will normally be able to show appropriate evidence of the following:

a. Person Specification

- i) Knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality.
- ii) Competence and experience in the fields covered by the programme of study, or parts thereof.
- iii) Relevant academic and/or professional qualifications to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate.
- iv) Competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures.
- v) 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.
- vi) Familiarity with the standard to be expected of students to achieve the award that is to be assessed.
- vii) Fluency in English, and where programmes are delivered and assessed in languages other than English, fluency in English and the relevant language(s).
- viii) Meeting applicable criteria set by professional, statutory or regulatory bodies.
- ix) Awareness of current developments in the design and delivery of relevant curricula.
- x) Competence and experience relating to the enhancement of the student learning experience.

Nominations will also be assessed to identify any conflict of interest which must be resolved prior to and as a condition of appointment. Accordingly Arden University will not appoint as External Examiner anyone in the following categories or circumstances:

b. Conflicts of interest

- i) A member of a governing body or committee of the appointing institution or one of its collaborative partners, or a current employee of the appointing institution or one of its collaborative partners.
- ii) Anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study.
- iii) Anyone required to assess colleagues who are recruited as students to the programme of study.
- iv) Anyone who is, or knows they will be, in a position to influence significantly the future of students on the programme of study.
- v) Anyone significantly involved in recent 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.

- vi) Former staff or students of the institution unless a period of five years has elapsed and all students taught by or with the external examiner have completed their programme(s).
- vii) A reciprocal arrangement involving cognate programmes at another institution.
- viii) The succession of an external examiner by a colleague from the examiner's home department and institution.
- ix) The appointment of more than one external examiner from the same department of the same institution.

In considering nominations, the following items relating to an External Examiner's term of office will be taken into consideration:

c. Terms of office

- i) The duration of an external examiner's appointment will normally be for four years, with an exceptional extension of one year to ensure continuity.
- ii) An external examiner may be reappointed in exceptional circumstances but only after a period of five years or more has elapsed since their last appointment.
- iii) External examiners normally hold no more than two external examiner appointments for taught programmes/modules at any point in time.