

**External Examiner Change of Responsibilities Form**

*This form should be completed by the Head of Department (or nominee). Please contact the Deputy Academic Registrar in Academic Services if you have any queries.*

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| **Part 1** | |  | | | | | | | | | | | | |  |  |  |
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| **Department** | |  | | | | | **Head of Department** | | | |  | | | |
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| **External Examiner Details:** | | | | | | | | | | | | | | |
| **Title** | | | | **Forename** | | | | **Surname** | | | | | | |
|  | | | |  | | | |  | | | | | | |
| **Tenure** | | | | **From:** |  | | | **To:** |  | | | | | |
| **External Type** | | | | Module Examiner | | | |  | | | | |  | |
|  | | | | Programme Examiner | | | |  | | | | |  | |
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| **List Current Responsibilities** | | | |  | | | | | | | | | | |
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| **Part 2** | | | |  | | | | | | | | | | |
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| **Section A - Extension to Tenure** | | | | | | | | | | | | | | |
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|  | **Extension to Tenure** | | | | | | | | | | | | | |
| By selecting this section you confirm the extension has been discussed with the external examiner.  *Please detail any changes to their portfolio of responsibilities for the following academic year in Section B below (if appropriate) and complete the rationale in Part 3 Section A.* | | | | | | | | | | | | | | |
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| **Section B - Change of Responsibilities** *(tick all that apply)* | | | | | | | | | | | | | | |
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| **i.** | **Change to portfolio (number of Modules)** *– list modules below* | | | | | | | | | | | | | |
| **ii.** | **Change to portfolio (number of Programmes)** *– list programmes below* | | | | | | | | | | | | | |
| **ii.** | **Change to Level of Responsibilities (e.g. UG to PG)** | | | | | | | | | | | | | |
| The following will be added to/removed from their portfolio: | | | | | | | | | | | | | | |
| **Module Code** | | **Module/Programme Name** | | | | | | | | | | | | **Add or Remove** |
|  | |  | | | | | | | | | | | |  |
|  | |  | | | | | | | | | | | |  |
| **iv.** | **Change to PSRB Responsibilities** | | | | | | | | | | | | | |
| Note changes of addition or removal of PSRB responsibility including PSRB requirements: | | | | | | | | | | | | | | |
| **v.** | **Change to External Examiner Type** | | | | | | | | | | | | | |
| Note changes to External Examiner Type: | | | | | | | | | | | | | | |

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| **Part 3** |  | | | | | | |
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| **Section A – Rationale** | | | | | | | |
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| *By completing this section you confirm the changes have been discussed with the external examiner.* | | | | | | | |
| **Rationale** (**CV is required if originally appointed more than 2 years ago – Academic Services to request this and provide you with a copy):** | | | | | | | |
| Completed by |  | | Date: | |  | | |
| Role/Job Title |  | | | | | | |
| To be completed by Chair of relevant Examination Board | | | | | | | |
| Supported by: |  | | Date: | |  | | |
| Role |  | | | | | | |
| *Please send this form to the Deputy Academic Registrar and they will ensure it is considered by Academic Standards and Enhancement Committee* | | | | | | | |
| **Section B - Chair of Academic Standards & Enhancement Committee Approved (ASEC)** | | | | | | | |
|  | | | | | | | |
| Comments: | | | | | | | |
| The change of responsibilities is approved by Academic Standards & Enhancement Committee on behalf of Academic Board and complies with appointment criteria and the change should be confirmed. | | | | | | Yes | No |
| Completed By |  | Date | |  | | | |

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| **This document should be circulated by the Deputy Academic Registrar to:**  Academic Registrar /Head of Department / Student Records Administrator for the Department / The External Examiner concerned |