

**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.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Part 1** |  |  |  |  |
|  |  |  |  |  |
| **Department** |  | **Head of Department**  |  |
|  |  |  |
| **External Examiner Details:** |
| **Title** | **Forename** | **Surname** |
|  |  |  |
| **Tenure** | **From:** |  | **To:** |  |
| **External Type** | [ ] Module Examiner |  |  |
|  | [ ] Programme Examiner |  |  |
|  |  |  |
| **List Current Responsibilities** |  |
|  |  |
| **Part 2** |  |
|  |  |
| **Section A - Extension to Tenure** |
|  |
|  [ ]  | **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.* |
|  |  |
| **Section B - Change of Responsibilities** *(tick all that apply)* |
|  |
| **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:  |

|  |  |
| --- | --- |
| **Part 3** |  |
|  |  |
| **Section A – Rationale**  |
|  |
| *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 |  |

|  |
| --- |
| **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 |