

**Nomination for approval of a new External Examiner**

**This form must be completed by the nominating school / programme team, and not by the nominee. The form must be accompanied by the nominee’s Curriculum Vitae.**

**SECTION 1: DETAILS RELATING TO ENGAGEMENT**

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| **1.1** | **Please confirm all programmes to which this nomination relates:***[Please add rows as necessary.]* |
| **Programme code(s)** | **Programme Award(s)** | **Programme Title(s)** | **Programme Faculty** | **Programme School** |
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| **1.2** | **Please confirm the owning School and Faculty for this *nomination*:** |
| **School** | **Faculty** |
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| **1.3** | **Does this nomination include collaborative provision?**  |
|  | **Yes** | **No** |
|  |[ ]  [ ]  |
|  | **If you have answered ‘Yes’, please state the collaborative partner here:** |
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| **1.4** | **Does this nomination include any Apprenticeship programmes?**  |
|  | **Yes** | **No** |
|  |[ ]  [ ]  |
|  | **If you have answered ‘Yes’, please state which of the listed programmes are Apprenticeships:** |
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**SECTION 2: DETAILS RELATING TO THE NOMINEE**

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| **2.1** | **Title of nominee:** |  |
| **Forename(s) of nominee:** |  |
| **Surname of nominee:** |  |
| **Current post and place of work** (if retired or not currently in permanent employment, please indicate last post, with dates) |  |
| **Work address including postcode**  |  |
| **Phone no.** |  |
| **Email address** |  |

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| **2.2** | **Eligibility to Work in the UK** |
| **2.2a** | **Is a work permit required to work in the UK?** |
|  | **Yes** | **No** |
|  |[ ] [ ]
| **2.2b** | **Please confirm what documentation will be used to verify the nominee’s Right to Work in the UK:***NB - For a full list of eligible documents, please see UKVI Guidance, here:*[Right to work checklist - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/right-to-work-checklist) |
|  | **Current UK Passport** |[ ]
|  | **Expired UK Passport** |[ ]
|  | **Other** | *Please Specify here:* |
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| **2.3** | **Please confirm the *nature* of this External Examiner’s engagement** ***[please tick]:*** |
|  | **ACADEMIC****External Examiner** | **INDUSTRY/PRACTITIONER****External Examiner** |
|  |[ ] [ ]

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| **2.4a** | **Is proof of the nominee’s professional registration required?***NB - Some programmes, for example, those with professional accreditation/validation, may require this – for further advice, please contact the Academic Quality & Standards Team* |
|  | **Yes***If yes, please answer Questions 2.4b-2.4d* | **No***If no, please go on to Section 3* |
|  |[ ] [ ]
| **2.4b** | **Please confirm below what evidence of professional registration has been appended to this nomination form?** |
|  |  |
| **2.4c** | **Does this professional registration have an end date?**  |
|  | **Yes** | **No** |
|  |[ ]  [ ]  |
| **2.4d** | **If ‘Yes’, please specify the end date below:**  |
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| **2.5** | **Please confirm how/where this nominee was sourced:** | Please specify |
| Netwroking / academic community contacts | [ ]  |
| Via a Jiscmail advert | [ ]  |
| Via an expression of interest arising from the LJMU External Examiner Vacancies website | [ ]  |
| Other  | [ ]  |

**SECTION 3. DETAILS OF PROPOSED PERIOD OF ENGAGEMENT:**

*NB - External Examiners should be associated with the programme for four years, with each appointment normally commencing on 1 October and running until 30 September four years later.*

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| **3.1** | **Please indicate the start/end dates for the proposed engagement:** |
| **Start:** | [MM/YYYY] |
| **End:** | [MM/YYYY] |

**SECTION 4: DETAILS OF OUTGOING EXTERNAL EXAMINER TO BE REPLACED (if applicable)**

*NB – Nominations for newly validated programmes need not complete this section.*

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| **4.1** | **Please provide details of the External Examiner being replaced by this nominee:** |
| **Name**  |  |
| **Current Place of Work** |  |

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| **4.2** | **Will there be any overlap (in terms of period of engagement) between the incoming and outgoing External Examiner(s)** |
|  | **Yes** | **No** |
|  |[ ] [ ]
|  | **If you have stated ‘Yes,’ please provide details here:**  |
|  |  |

**SECTION 5: DETAILS RELATING TO EXTERNAL EXAMINER WORKLOAD AND COVERAGE**

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| **Is the proposed workload for this nominee appropriate in relation to:**  | **Yes** | **No** | **Not Applicable** |
| **5.1a** | **The number of students (FTEs) on the programme, and the approximate proportion to be overseen by this nominee?** | [ ]  | [ ]  |  |
| **5.1b** | **The number of modules to be overseen?** | [ ]  | [ ]  |  |
| **5.1c** | **The number of assessments to be overseen (including initial approval of assessment items, and moderation)?** | [ ]  | [ ]  |  |
| **5.1d** | **Expected visits per year (for the specific programme(s))?** | [ ]  | [ ]  | [ ]  |
| ***If you have stated ‘No’ to any of these questions,* please comment here:** |
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| **5.2** | **Are any of the modules/programmes listed for this nominee shared with another External Examiner(s)?**  |
| **Yes** | **No** |
| [ ]  | [ ]  |
| ***If you have answered yes,* please explain how any modules/ programmes shared with other External Examiners would be managed, and how the workload would be distributed:** |
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**SECTION 6: DETAILS REGARDING FEES TO BE PAID FOR THE PROPOSED ENGAGEMENT**

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| **6.1** | **Is the nominating School requesting an *additional annual* fee for the engagement of this nominee?** |
|  | **Yes** | **No** |
|  | [ ]  |[ ]
|  | **If ‘Yes’, please confirm which additional fee is required?** |
|  | **£375***This fee can be requested if the totality of the duties do not require an External Examiner to visit the University on more than one day, during an academic session, to attend Boards of Examiners, but would still necessitate them to undertake* ***all*** *of the following:*1. *Approval of additional assessment;*
2. *Additional moderation; and*
3. *Production of an additional report.*
 | **£500***This fee can be requested if the totality of the duties necessitate an External Examiner to undertake* ***all*** *of the following:*1. *Approval of additional assessments;*
2. *Additional moderation;*
3. *Production of an additional report; and*
4. *To visit the University on more than one day, during an academic session, to attend Boards of Examiners.*
 |
|  | [ ]  |[ ]
|  | **If payment of an additional fee, outwith of the above scenarios, is proposed please provide a supporting rationale.** |
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**SECTION 7: DETAILS OF THE EXTERNAL EXAMINER TEAM *(if applicable)***

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| **7.1** | **On commencement of engagement, will this nominee work as part of an External Examiner team?** |
| **Yes***If “Yes”, please answer question 7.2* | **No***If “No”, please go on to Section 8* |
| [ ]  | [ ]  |

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| **7.2** | **If the nominee will be part of a team, please list below the other External Examiners currently in the team and the dates of their period of engagement:***[Please add further rows if required]* |
| **Name of examiner** | **Institution** | **Start date of Engagement** | **End date of Engagement** |
|  |  | [MM/YYYY] | [MM/YYYY] |
|  |  | [MM/YYYY] | [MM/YYYY] |
|  |  | [MM/YYYY] | [MM/YYYY] |

**SECTION 8: ELIGABILITY OF THE NOMINEE TO ENGAGE AS EXTERNAL EXAMINER:**

*NB:*

* *For internal Liverpool John Moores University programmes, this section should be completed by the Programme Leader.*
* *For collaborative programmes with partners, this section should be completed by the Link Tutor and/or programme leader/suitable representative at the partner*

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| **8.1** | **Eligibility** *For further information on eligibility, please see the University’s* [*Criteria and guidance for the engagement of External Examiners*](https://www.ljmu.ac.uk/academic-registry/staff/quality-and-standards/external-examining)*.*  |
|  | Does the nominee: | **Yes** | **No** | **N/A** | **If yes, please indicate which section of the nominee’s CV contains evidence of this**  |
| **8.1a** | **Have a minimum of 2 years experience (aligned with LJMU definition) of an academic position within UK Higher Education and/or a good demonstrable understanding of the UK Higher Education Sector.** |[ ] [ ] [ ]   |
| **8.1b** | **Have a high degree of competence and experience in the fields covered by the programme of study, or parts thereof?**  |[ ] [ ] [ ]   |
| **8.1c** | **Have appropriate experience in programme design and student assessment at the level of the award(s) for which they are being nominated?** |[ ] [ ] [ ]   |
| **8.1d** | **Have the necessary academic experience and subject knowledge to assess standards in an effective manner, identify good practice, and recommend enhancements to enable informed course development? *(NB - This is not applicable to professional/industry/practitioner External Examiners)*** |[ ] [ ] [ ]   |
| **8.1e** | **Have sufficient experience in quality assurance to enable them to discharge their role effectively?** |[ ] [ ] [ ]   |
| **8.1f** | **Comply with all relevant employment legislation, including safeguarding, as appropriate/applicable?** |[ ] [ ] [ ]   |
| **8.1g** | **Have fluency in English, and where programmes are delivered and assessed in languages other than English, fluency in the relevant language(s) (unless other secure arrangements are in place to ensure that External Examiners are provided with the information to make their judgements)?** |[ ] [ ] [ ]   |
| **8.1h** | **Meet applicable criteria set by professional, statutory or regulatory bodies?** |[ ] [ ] [ ]   |
| **Where answers have been provided as ‘No’ or ‘Not Applicable’, please explain your response here:** |
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| **8.2** | ***For External Examiners engaged to oversee professional or practical elements (for example, professional placements)***  | **Yes** | **No** | **N/A** | **If yes, please indicate which section of the nominee’s CV contains evidence of this** |
| **8.2a** | **Does the nominee have relevant professional experience?** |[ ] [ ] [ ]   |
| **8.2b** | **Where answers have been provided as ‘No’, please explain your response here:** |
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| **8.3** | ***For External Examiners of Apprenticeship programmes***  | **Yes** | **No** | **N/A** | **If yes, please indicate which section of the nominee’s CV contains evidence of this** |
| **8.3a** | **Does the nominee have experience to enable them to oversee the work-based aspects of the programme and End Point Assessment *[integrated apprenticeships only]*** |[ ] [ ] [ ]   |
| **8.3b** | **Does the nominee have a robust knowledge and understanding of the applicable Apprenticeship Standard(s)** |[ ] [ ] [ ]   |
| **8.3c** | **Does the nominee have an awareness of current changes taking place in relation to Higher Education apprenticeships and an ability to keep up to date with developments in an ongoing way?**  |[ ] [ ] [ ]   |
| **8.3d** | **Does the nominee have experience of being actively involved in the delivery, operation and management of a Higher Education Apprenticeship programme(s)?** |[ ] [ ] [ ]   |
| **8.3e** | **Where answers have been provided as ‘No’, please explain your response here:** |
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| **8.4** | ***For External Examiners of Distance Learning Programmes*** | **Yes** | **No** | **N/A** | **If yes, please indicate which section of the nominee’s CV contains evidence of this** |
| **8.4a** | **Does the nominee have experience of managing and facilitating online learning?** |[ ] [ ] [ ]   |
| **8.4b** | **Where answers have been provided as ‘No’, please explain your response here:** |
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| **8.5** | **Potential conflicts of interest**For further information on potential conflicts of interest, please see the [*Criteria and guidance for the engagement of External Examiners*](https://www.ljmu.ac.uk/academic-registry/staff/quality-and-standards/external-examining)*.* |
| **Is the nominee any of the following:** | **Yes** | **No** |
| **8.5a** | **A member of a governing body or committee of the appointing body or one of its partners, delivery organisations or support providers, or a current employee of the appointing body or one of its partners, delivery organisations or support providers** |[ ] [ ]
| **8.5b** | **Anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study** |[ ] [ ]
| **8.5c** | **Anyone required to assess colleagues who are recruited as students to the programme of study** |[ ] [ ]
| **8.5d** | **Anyone who is, or knows they will be, in a position to influence significantly the future of students on the programme of study** |[ ] [ ]
| **8.5e** | **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** |[ ] [ ]
| **8.5f** | **A former member of Liverpool John Moores University staff (within the past 5 years, or where there are still active students who were taught by the nominee)** |[ ] [ ]
| **8.5g** | **A former Liverpool John Moores University student (within the past 5 years, or where there are still active students who were taught with the nominee)** |[ ] [ ]
| **Would engagement with this nominee result in:** | **Yes** | **No** |
| **8.5h** | **A reciprocal arrangement involving cognate programmes at another higher education provider?** *Please check the University External Examiner Database on WebHub* |[ ] [ ]
| **8.5i** | **The succession of an External Examiner by a colleague from the examiner's home department and provider?** *Please check the University External Examiner Database on WebHub* |[ ] [ ]
| **8.5j** | **The nominee holding a total of more than two substantial undergraduate appointments concurrently, or equivalent?** |[ ] [ ]
| **8.5k** | **The engagement of an individual who has acted as External Advisor/External Panel Representative for the validation/periodic programme review of the programmes for which they have been nominated.** |[ ]  [ ]  |
| **Where positive answers have been provided, please explain your response here:** |
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| **8.6** | **Prior experience as an External Examiner** |
| **8.6a** | **Does the nominee have both recent and relevant External Examiner experience?*****Recent*** *experience is defined as their most recent External Examiner position concluding no more than 2 years prior to the start of their proposed period of engagement at LJMU.* ***Relevant*** *experience should be judged in relation to* ***both*** *discipline and Framework for Higher Education Qualifications (FHEQ) Level.* |
| **Yes***If yes, please go to Question 8.5b* | **No***If no, please go to Question 8.5c* |
| [ ]  | [ ]  |
| **8.6b** | **If the answer to Question 8.6a is ‘Yes’, please indicate where evidence of this can be found (ie please specify which section of the nominee’s CV):** |
|  |
| **8.6c** | **If the answer to Question 8.6a is ‘No’, please provide a rationale, plus details of proposed mentoring arrangements here:***NB – For further guidance on mentors for inexperienced nominees, please see ‘Points to Consider – Mentoring Arrangements’* [*here*](https://www.ljmu.ac.uk/academic-registry/staff/quality-and-standards/external-examining) *[under the ‘Links’ tab]**In addition, nominees for collaborative provision programmes must normally have both* ***recent*** *and* ***relevant*** *External Examining experience. Should a programme team wish to nominate a potential External Examiner for collaborative provision, who does not have* ***both*** *recent and relevant experience, then a rationale for this decision must be included within this section of the nomination form. This rationale should also include, evidence-based, assurances with regard to their suitability, based upon their experience and expertise.**Decisions on the approval of such arrangements will be risk-based, and will be conditional upon the additional criteria for collaborative provision, as set out in the University’s* [*Criteria and guidance for the engagement of External Examiners*](https://www.ljmu.ac.uk/academic-registry/staff/quality-and-standards/external-examining)*.* |
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| **8.6d** | **If the answer to Question 8.6a is ‘No,’ please provide details of the proposed mentor here:** |
| Mentor’s name |  |
| Mentor’s home institution: |  |
| LJMU programmes with which the Mentor is currently engaged:  |  |
| Dates of mentor’s current engagement with LJMU programmes:  |  |
| **8.6e** | **If the answer to Question 8.6a is ‘No’:****Has the mentor confirmed that they agree to act as mentor for this nominee?***NB – It is the programme leader’s responsibility to ensure that the individual named in 8.6d above has agreed to act as mentor for the nominee. This nomination form will not be approved until this confirmation is provided below.* |
| **Yes** | **No** |
| [ ]  | [ ]  |

**SECTION 9: FOR NOMINEES TO COLLABORATIVE PROVISION ONLY:**

*This section is for completion by Liverpool John Moores University Link Tutor / Programme Leader (whichever is appropriate to this collaborative programme):*

**Declaration from an appropriate representative from the collaborative partner:**

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| **9.1** | **The appropriate representative from the collaborative partner confirms that** *[please tick]* |
| **9.1a** | **They have been fully involved in the consideration of this nomination** | [ ]  |
| **9.1b** | **They agree that the nominee is a suitable candidate for the listed programme(s)** | [ ]  |
| **9.1c** | **They confirm that the engagement of this nominee would not result in any conflicts of interest with the partner institution (as listed in Section 8.4 above)** | [ ]  |

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| **COLLABORATIVE PARTNER SIGN-OFF:** |
| **Name:** |  |
| **Position / Role at Collaborative Partner:** |  |
| **Date:**  |  |

**SECTION 10: DECLARATION FROM LIVERPOOL JOHN MOORES UNIVERSITY SCHOOL**

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| **By completing this section, the School confirms that:** * **This nomination form has been completed fully, accurately, and all of the responses above are correct.**
* **All of applicable programmes, programme titles and programme codes are identified within this nomination**
* **Where an additional fee has been requested, this has been endorsed by the relevant School**
* **If applicable, the relevant representative from the collaborative partner has been consulted fully, and supports this nomination**
* **The workload of this External Examiner nominee considered by the school to be reasonable, appropriate and manageable**
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| **Is there anything else that the Nominating School wishes to bring to the attention of the External Examining Panel in support of this nomination?** |
| **Yes** | **No** |
| [ ]  |[ ]
| **If “Yes”, please state here** |
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| **PROGRAMME LEADER SIGN OFF** |
| **Programme Leader (Name):** |  |
| **Date endorsed:**  |  |
| **LINK TUTOR (or nominee) SIGN OFF** *[for collaborative programmes only]* |
| **Link Tutor (Name):** |  |
| **Date endorsed:**  |  |
| **DIRECTOR OF SCHOOL SIGN OFF** |
| **Director of School (Name):** |  |
| **Date endorsed:**  |  |

**SECTION 11: CONFIRMATION OF APPROVAL BY EXTERNAL EXAMINER PANEL:**

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| **Date of Institutional Approval by External Examiner Panel:**  |  |