|  |
| --- |
| **External Examiner Nomination Form 2024-25** |

Before completing this form, please review the College’s [*Guidelines for Departments on the Nomination and Appointment of External Examiners* *for Taught Programmes*](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/qa/public/external-examining/Guidelines-on-the-appointment-of-taught-course-external-examiners.pdf), which detail the criteria for the appointment of external examiners.

When completing this form you may insert extracts from the proposed external examiner’s CV but please do not submit a CV in place of this form.

You are reminded that external examiners are appointed normally for a period of **four years** only. An external examiner who has previously acted as an external examiner for taught programmes for the College may be re-appointed in exceptional circumstances but only after a period of five years has lapsed since their last appointment.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part One: Proposed External Examiner** | | | | | | | | |
| Name and title of proposed external examiner: |  | | | | | | | |
| Current post: |  | | | | | | | |
| Current institution and Department (including full address): |  | | | | | | | |
| Email address: |  | | | | | | | |
| College Department in which external examiner will serve: | Click to select | | | | | | | |
| Degree programme(s) on which the external examiner will serve: |  | | | | | | | |
| Name of existing external examiner that will be replaced and their institution/ department: |  | | | | | | | |
| GMC registration no (if applicable): |  | | | | | | | |
| Does a professional, statutory or regulatory body set appointment criteria for external examiners on this programme(s)? | **Yes:** |  | | **No:** |  | **N/A:** | |  |
| *If Yes please provide details of the appointment criteria in section 2.5 below.* | | | | | | | |
| If the external examiner is being appointed for an **undergraduate** level programme please confirm they have right to work in the UK. HR will contact an online right to work check with your new examiner once the nomination is approved. |  | | | | | | | |
| **Yes:** | |  | | **No:** | |  | |

**Eligibility to work in the United Kingdom**

The Home Office requires that all those undertaking work in the UK have the legal right to do so and as such Imperial College has a legal obligation to ensure that all nominees are eligible to fulfill the role of external examiner.   
  
Therefore proposed external examiners for undergraduate programmes will be contacted by HR once their nomination has been approved for an online right to work check.

Further information and College guidance concerning evidence of eligibility to work in the UK can be found at:

[*http://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/right-to-work/*](http://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/right-to-work/)

|  |
| --- |
| **Part Two: Qualifications and Experience of Proposed External Examiner** |

Please complete the following section **in full**. This information allows the proposed external examiner’s eligibility and suitability to examine at the College to be considered.

|  |  |  |
| --- | --- | --- |
| **2.1** | **Academic Qualifications** | |
| **Academic Qualification:** | | **Year Obtained and Institution:** |
|  | |  |
|  | |  |
|  | |  |
|  | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2.2** | **Professional Qualifications / Membership** | | | |
| **Professional Body:** | | **Status of Membership:** | **Period of Membership** | |
| **From:** | **To:** |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2.3** | **Employment History (*last 10 years)*** | | | |
| **Employer:** | | **Post(s):** | **Period of Appointment** | |
| **From:** | **To:** |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |

|  |  |
| --- | --- |
| **2.4** | **Teaching Experience – Taught Programmes** |
| Please outline the proposed external examiner’s teaching and assessment experience.  Please specify:   * At what level(s) the proposed external examiner’s teaching experience has been gained, e.g. Undergraduate/ Postgraduate; * At which institution(s) this experience was gained; * How many years’ experience has been gained; * Details of experience in assessing students (e.g. assessment setting, internal marking/moderation etc.) * Other relevant experience (e.g. module or programme leadership;   The information provided below should, wherever possible, be supported by dates. | |
|  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2.5** | **Appointment Criteria** |  | | |
|  | The College’s *Guidelines for Departments on the Nomination and Appointment of Taught Course External Examiners* state that an external examiner should normally have: | **Yes:** | | **No:** |
| (i) | Knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of academic 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 running 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 the relevant language(s) |  |  | |
| (viii) | Where applicable, have met 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 |  |  | |
| (xi) | Should not normally hold more than two external examiner appointments at any point in time (including this appointment) |  |  | |
| If relevant, please provide any further supporting information below | | | | |
|  | | | | |
| If you have answered **no** to any of the above please explain why the nominee does not meet the criteria and provide a rationale in support of their appointment | | | | |
|  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2.6** | **Prior Experience as an External Examiner** | | | | |
| a) | Please give details of any previous or current experience as an external examiner.  Please specify the level(s) at which external examining experience has been gained, e.g. Undergraduate/ Master’s/ Research, the number of years’ experience gained and at which institution(s) this experience was gained.  *Please note that external examiners appointed by the College should not normally hold more than* ***2*** *taught course external examiner appointments at any one time.* | | | | |
| **Institution:** | | **Programme / Subject Title:** | **Level (UG, PGT, PGR):** | **Period of Appointment** | |
| **From:** | **To:** |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |

|  |  |
| --- | --- |
| b) | If the nominee has no prior experience as an external examiner for taught programmes, please give details of the: (a) Departmental training and (b) mentorship that will be provided.  *Mentors would normally be an existing experienced external examiner for the Department concerned. The Exam Board Chair or Programme Director / Organiser should not act as mentor. If a mentor is being appointed, please confirm the name of this person and state whether or not they have agreed to act in this capacity.* |
|  | |

|  |  |
| --- | --- |
| **2.7** | **If the proposed External Examiner has no teaching/ examining experience at the appropriate level, on what grounds is this nomination being proposed?** |
|  | |

|  |  |
| --- | --- |
| **Part Three: Postgraduate Nominations Only** | |
| **3** | Please supply details of up to 5 recent full publications in peer-reviewed  journals with full titles. |
|  | |

|  |  |
| --- | --- |
| **Part Four: Further Information** | |
| **4** | **Please supply any further information you consider relevant to the proposed external examiner’s suitability for appointment.**  E.g. current or previous relevant administrative post(s) held, evidence of training in teaching/ educational development, research interests etc. |
|  | |

|  |  |  |
| --- | --- | --- |
| **Part Five: Departmental Confirmation and Approval** | | |
|  | **The Department confirms that the proposed external examiner:** | **Please check box to confirm:** |
| 1 | Is not from a department in an institution where a member of the Department is serving as an external examiner |  |
| 2 | Is not from the same department of the same institution as another External Examiner appointed to the specified Board of Examiners, **and** is not succeeding a colleague from the same Department/institution |  |
| 3 | Is not a member of a governing body or committee of Imperial College, or one of its collaborative partners, or a current employee of the College or one of its collaborative partners |  |
| 4 | Is not significantly involved in current or recent substantive research activities with a member of College staff who is closely involved in the delivery, management or assessment of the programme(s) in question |  |
| 5 | Is not required to assess colleagues who are recruited as students to the programme of study |  |
| 6 | Will not be in a position to influence significantly the future of students on the programme |  |
| 7 | Does not have a close professional, contractual or personal relationship with a member of staff or student involved with the programme(s) |  |
| 8 | Is not currently, and has not, within last 5 years, been a member of College staff (*n.b. former members of staff should not be appointed until all students registered on the programme(s) at the time of their involvement have either graduated or formally left the programme – which may, on occasion, be longer than 5 years*) |  |
| 9 | Is not currently, and has not, within the last 5 years, held an honorary or visiting appointment with the College *(text in italics above also applies)* |  |
| 10 | Has not recently (within the last 5 years) acted as a taught course external examiner at Imperial |  |

|  |  |
| --- | --- |
| **Nomination approved by:** | |
| Head of Department[[1]](#footnote-1)¹ (or nominee, e.g. Director of UG Studies, Director of PG Studies, Programme Director) making the nomination: |  |
| Date: |  |
| **Electronic submission of this form will indicate that the Head of Department supports this nomination.** | |

**Please return completed form to:** [**external.examiner@imperial.ac.uk**](mailto:external.examiner@imperial.ac.uk)

If you have any questions about the form, please contact us at the address above.

1. ¹ For undergraduate Medicine, this will be the Head of the Undergraduate School of Medicine [↑](#footnote-ref-1)