**FORM EE1A**

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| Application for Approval of an External Examiner for a Taught Course and External Assessor for an Apprenticeship – New Appointment  This form should be used to propose new external examiner/ assessor appointments. | |  |
| Please complete all sections of the form.  **Parts I to III should be completed by the nominator prior to the application form being sent to the proposed external examiner/ assessor who should complete Part IV. Part V should then be completed by the nominator before the completed form is submitted to the relevant Associate Dean Students (or their nominee) for consideration.**  **School-approved applications should be submitted to** [**academicquality@staffs.ac.uk**](mailto:academicquality@staffs.ac.uk) **for consideration by the University.**  **All external examiners/ assessors appointments will be made in accordance with the university’s External Examiner Policy and Procedures available at:**  <https://www.staffs.ac.uk/about/corporate-information/quality/academic-quality-service/external-examiners> | | |
| **Appointing School:**  **Department:**  **Course Leader:** |  | |

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| PART I NAME OF PROPOSED EXAMINER/ ASSESSOR | | | | | |
| **1.** | Title: |  | | Surname: |  |
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|  | Forename(s): | |  | | |
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| PART II REASON FOR APPOINTMENT | | | | | | |
| **2.** | **Replacement of existing Examiner/ Assessor** | | | | | **Additional appointment** |
| **a.** | **If replacement Examiner/ Assessor:** | | | | | |
|  | Name of examiner to be replaced: | |  | | | |
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|  | Place of work: |  | | | | |
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|  | Appointed From: |  | | To: |  | |
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| **b.** | **If additional appointment:** | | | | | |
|  | Please provide rationale for new appointment: | | | | | |
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| **PART III ROLE TO BE PERFORMED BY EXAMINER/ ASSESSOR** | | | | | | |
| **3.** | Module External Examiner  Award External Examiner  Apprenticeship External Assessor | | |  | | |
| **4.** | **Proposed Period of Tenure** | | | | | |
|  | The standard term of office for an external examiner is **four academic years**. | | | | | |
|  |  | | | | | |
|  | **From:**  (Academic Year) | | **To:**  (Academic Year) | | | |
| **5.** | **External Examiner/ Assessor Subject Area** | |  | | | |
| 6. | **Module External Examiner/ Assessors – Module Details**  (Please list modules to which the examiner/ assessor will be appointed or attach a separate spreadsheet presented in the same format) | | | | | |
|  | Module Code | Module Title | | | Site of Delivery | Estimated Student Numbers |
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| 7. | Award External Examiners – Apprenticeship/ Course Details(Please list apprenticeships/ courses to which the examiner/ assessor will be appointed or attach a separate spreadsheet presented in the same format) | | | | | |
|  | Course Code | Course Title | | | Site of Delivery | |
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| 8. | Apprenticeship External Assessors – Apprenticeship Details(Please list apprenticeships to which the assessor will be appointed or attach a separate spreadsheet presented in the same format) | | | | | |
|  | Apprenticeship Reference | Apprenticeship Title | | | Site of Delivery | |
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| 9. | Collaborative Provision | | | | | |
|  | Will the examiner need to visit partner/ employer institutions?If yes, please give details: | | | | | |
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| **PART IV PROPOSED EXAMINER/ ASSESSOR DETAILS**  **(To be completed by proposed external examiner/ assessor)** | | | | |
| **10.** | Address for Correspondence: |  | | |
|  | Post Code: |  | | |
|  |  | | | |
|  | Telephone Number: |  | | |
|  |  | | | |
|  | Email Address: |  | | |
|  |  | | | |
|  | Date of Birth\*: |  | | |
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|  | \* This information is required to prevent the creation of duplicate records within the University’s SITS database and will be deleted prior to the form being considered by the Director of Quality Enhancement & Standards. | | | |
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| **11.** | Qualifications | | | |
| **a.** | Higher Education | | | |
|  | Colleges/Universities attended: | | Qualifications gained (with dates): | |
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| **b.** | Professional Qualifications | | | |
|  | Professional Body: | | Qualifications/Membership status, with dates: | |
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| **c.** | **Nursing and Midwifery Examiners/ Assessors Only**  PSRB PIN (where appropriate):  Annual Re-registration Date:  Revalidation Date: | | | |
| **12.** | Current Employment | | | |
|  | Employer: | | Position with dates: | |
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| **13.** | Previous Employment | | | |
|  | Employer: | | Post(s), with dates: | |
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| **14.** | Eligibility to Work in the United Kingdom In accordance with the requirements of the Immigration, Asylum and Nationality Act 2006, Staffordshire University is required to ascertain your legal right to work in the UK.  Please confirm your current status in terms of entitlement to work in the UK by selecting one of the following options:  I am a British/Irish citizen and do not require permission to work in the UK  I am NOT a British/Irish Citizen but I have permission to work in the UK  I am NOT a British/Irish Citizen and I would require sponsorship to engage in paid work in the UK | | | |
| **15.** | Any Current or Previous Association with Staffordshire University | | | |
|  | If Yes, please describe: | | | |
| **16.** | **Current External Examiner Appointments** | | | |
|  | Please provide details of your current external examiner appointments. Please include the names of the institution(s), apprenticeship/course/programme titles, level and dates of appointment. | | | |
|  | Please note that nominees should normally hold no more than two concurrent substantive external examinerships (including the one at Staffordshire University). | | | |
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| **17.** | Previous External Examiner Experience | | | |
|  | Please provide details of your previous external examining experience during the last five years, including the names of institution(s), apprenticeship/course/programme titles, level and dates of appointment. | | | |
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| **18.** | Teaching and Other Relevant Experience | | | |
|  | Please provide details of your teaching and other relevant experience, for example internal examining experience or professional duties, during the last five years. | | | |
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| **19.** | Research and related Scholarly/Professional Activity/Consultancy | | | |
|  | Please give a brief account of your main activities during the last five years, and list any major, recent publications (books, articles in refereed academic or professional journals), with dates. | | | |
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| **20.** | **Conflicts of Interest**  Are you: | | | |
| i. | A member of a governing body or committee of the university or one of its collaborative partners? | | |  |
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| ii. | A current employee of the university or one of its collaborative partners? | | |  |
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| iii. | A former member of staff or student of the university? | | |  |
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|  | If yes:  Was this within the past five years? | | |  |
| iv. | In a close professional, contractual or personal relationship with a member of staff, employer or student/ apprentice involved with the apprenticeship(s), course(s) or module(s) to which you will be appointed? | | |  |
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| v. | Significantly involved in current or recent substantive collaborative research activities with a member of staff or employer closely involved in the delivery, management or assessment of the apprenticeship(s), course(s) or module(s) to which you will be appointed? | | |  |
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|  | If the answer to any of the above is **YES**, please give further details: | | | |
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| PART V ADDITIONAL INFORMATION | | |
|  | **External examiners/ assessors must be appointed in accordance with the selection criteria set out in Staffordshire University’s External Examiner Policy and Procedures. (Available at:** <https://www.staffs.ac.uk/about/corporate-information/quality/academic-quality-service/external-examiners>**)**  **The University will appoint individuals who do not meet all the criteria below only where there is a legitimate case for making such an appointment. (see paragraph 6.14 of the External Examiner Policy and Procedures)** | |
| **21.** | **Does the proposed External Examiner/ Assessor have:** | |
| a. | Knowledge and understanding of UK sector agreed reference points for the maintainance of academic standards and assurance and enhancement of quality? |  |
| b. | Fluency in English, and where apprenticeships/ courses are delivered and assessed in languages other than English, fluency in the relevant language(s)? |  |
| c. | Competence and experience in the fields covered by the modules/courses/ apprenticeships to which they will be appointed? |  |
| d. | Relevant academic and/or professional qualifications to at least the level of the apprenticeship(s)/course(s)/module(s) being externally examined, and/or extensive practitioner experience where appropriate? |  |
| e. | 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? |  |
| f. | Familiarity with the standard to be expected of students at the level of the apprenticeship(s)/course(s)/module(s) being assessed? |  |
| g. | Competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures? |  |
| h. | Awareness of current developments in the design and delivery of relevant curricula? |  |
| i.  j | Competence and experience relating to the enhancement of the student learning experience?  Knowledge and understanding of the Institute for Apprenticeships and Technical Education (IfATE) quality strategy and External Quality Assurance Framework? |  |
|  | If the answer is **NO** to any of the above questions, please provide a written statement giving a rationale for the appointment. Where the proposed examiner is an experienced practitioner (drawn from business, industry or the professions) please indicate how his or her expertise is complemented by that of other examiners/ assessors. | |
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| **22.** | Reciprocal Relations | |
| i. | Is there already an external examiner/ assessor from the same institution in the School? |  |
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| ii. | Is there reciprocal external examining between apprenticeships/modules/courses or schools in the two institutions? (Eg a member of staff in post as an external examiner at the nominee’s home institution). |  |
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| iii. | Is the nominee replacing an external examiner/ assessor from the same institution? |  |
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| iv. | Is the nominee from an institution which has been the source of examiners/ assessors within the last five years for the apprenticeship(s)/module(s)/course(s)? |  |
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| v. | Will professional or work colleagues of the proposed examiner/ assessor be recruited as students on the course? |  |
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| vi. | Will the proposed examiner/ assessor be in a position to influence significantly the future of students on the apprenticeship/ course (e.g. the future employment or career progression of graduating students)? |  |
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| v. | If the proposed external examiner/ assessor was a member of staff or student of the university over five years ago (see question 20.iii):Are any students/ apprentices who were taught by or with the proposed examiner/ assessor still completing their apprenticeship/ course? |  |
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| vi. | Has the proposed external examiner/ assessor identified any potential conflicts of interest under question 20? |  |
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|  | If the answer to any of the above is **Yes**, but the nominee is still considered to be appropriate for the role, please provide brief details below: | |
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| 23. | **Nominations for International Collaborations Only**  Does the nominee’s home institution have any partnerships or other arrangements with another institution in the same country?  If yes, please give details: | |
| **24.** | **First-time External Examiners/ Assessors** | |
|  | If this is the proposed examiner/ assessor’s first external examiner/ assessor appointment, please provide information on the mentoring arrangements that will be put in place and identify any additional support that will be made available. | |
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| 25. | Supporting Statement | |
|  | If you wish to make any additional comments in support of this application, please do so here. | |
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| PART VI SCHOOL CONSIDERATION *(To be completed by the Associate Dean Students or their nominee).* | |
| 26. | **Application approved by School?**  Name:  Date:  Comments (if relevant): *School-approved applications should be submitted to* [*academicquality@staffs.ac.uk*](mailto:academicquality@staffs.ac.uk) *for consideration by the University.* |
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**FOR AQS USE**

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| PART VII AQS CONSIDERATION *(To be completed by AQS)* | |
| 27. | **Application approved by AQS?**  Name:  Date:  Comments (if relevant): |