

**Application to Amend the Duties of an Existing External Examiner**

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

**SECTION 1: CONFIRMATION OF THE NATURE OF THE AMENDMENT:**

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| **1.1** | **Please confirm whether this amendment request is:** | |
| **An addition to duties** |  |
| **A reduction to duties** |  |
| **Other** |  |
| **If you have stated ‘Other’, please give details here:** | |
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**SECTION 2: DETAILS OF THE EXTERNAL EXAMINER’S CURRENT DUTIES:**

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| **2.1** | **External Examiner details** | |
| **Title:** |  |
| **Forename(s):** |  |
| **Surname:** |  |
| **Current post and place of work**  (if retired or not currently in permanent employment, please indicate last post, with dates) |  |

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| **2.2** | **Please confirm all programmes currently within this External Examiner’s remit:** | | | | | |
| **Programme code** | **Programme Award** | **Programme Title** | **Programme School** | **Programme Faculty** | **Collaborative Partner (if applicable)** |
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*(Please add rows as necessary)*

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| **2.3** | **Please indicate the start/end dates for the External Examiner’s current period of engagement:** | |
| **Start:** | [MM/YYYY] |
| **End:** | [MM/YYYY] |

**SECTION 3: DETAILS OF THE REQUESTED AMENDMENT TO DUTIES:**

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| **3.1a** |  | **Please give details of the proposed amendment(s) to duties, plus the proposed date of commencement:**  *NB - If the proposed amendment will add additional modules and/or programmes to the External Examiner’s remit, the description of the proposed amendment should also include the full titles and codes of all applicable programmes and modules.* | | | | | | |
| **Proposed amendment** | **Affected Programmes:** | | | | **Proposed date of commencement of this amendment** | **Proposed end date of this amendment** **(if before the External Examiner's substantive end date):** | **Brief rationale for proposed amendment:** |
| **SiS Code** | **Award/Title** | **Collaborative Partner *(if applicable)*** | **Apprenticeship Standard *(if applicable)*** |
|  |  |  |  |  | [MM/YYYY] | [MM/YYYY] |  |
|  |  |  |  |  | [MM/YYYY] | [MM/YYYY] |  |
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*(Please add rows as necessary)*

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| **3.1b** | **If the proposed amendment will result in a fixed term/temporary arrangement, please provide a brief rationale and confirm arrangements for External Examiner coverage following the conclusion of this fixed term/temporary arrangement:** |
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| **3.2** | **Does the proposed amendment(s) include:** | | | |
|  | **Yes** | **No** | **If ‘Yes’, please indicate which programmes here***:* |
| **Apprenticeship programmes** |  |  |  |
| **Collaborative Provision** |  |  |  |

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| **3.3** | **Is the nominating School requesting an *additional annual* fee for the engagement of this nominee?** | |
| **Yes** | **No** |
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| **If ‘Yes’, please confirm which additional fee is required?**  *NB - Additional fees arising from the listed amendments to duties will only be applied for the duration of these amendments.* | |
| **£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.* |
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| **If payment of an additional fee, outwith of the above scenarios, is proposed please provide a supporting rationale.** | |
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| **3.4** | **Will the External Examiner’s workload remain appropriate in light of the proposed amendment(s)?** | |
| **Yes** | **No** |
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| **3.5** | **Will the proposed amendment result in the External Examiner being assigned modules that are shared with other programmes and/or External Examiners?** | |
| **Yes** | **No** |
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| **If you have stated ‘Yes’, please indicate here how any shared modules would be managed, and how the workload would be distributed in the case of shared programmes:** | |
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**SECTION 4: ELIGIBILITY AND CONFLICTS OF INTEREST:**

*NB – While completing these sections, please refer to the criteria listed in the nomination form (these can be found online, here: [LINK] )*

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

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| **4.1** | **ELIGIBILITY:**  *It is noted that this is an amendment to the duties of an External Examiner who is already engaged with programmes at Liverpool John Moores University. Therefore it will have been demonstrated at the point of their initial nomination that this External Examiner:*   * *Has a good understanding of the UK Higher Education sector* * *Has sufficient experience in quality assurance to enable them to discharge their role effectively.* * *Complies with all relevant employment legislation, including safeguarding, as appropriate/applicable.* * *Has 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).* * *Has a minimum of 2 years’ experience in the UK? (NB - This is not applicable to professional/industry/practitioner External Examiners).*   For further information on eligibility, 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)*.* | | | | |
| ***With specific reference to the proposed additional/amended duties,* does the External Examiner :** | **Yes** | **No** | **N/A** | **Please indicate which section of the nominee’s CV contains evidence of this:** |
| **4.1a** | **Have a high degree of competence and experience in the fields covered by the programme of study, or parts thereof?** |  |  |  |  |
| **4.1b** | **Have appropriate experience in programme design and student assessment at the level of the award?** |  |  |  |  |
| **4.1c** | **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)*** |  |  |  |  |
| **4.1d** | **Meet applicable criteria set by professional, statutory or regulatory bodies?** |  |  |  |  |
| **4.1e** | **Have relevant professional experience?** *(relevant only for External Examiners engaged to oversee professional or practical elements for example, professional placements)* |  |  |  |  |
| **4.1f** | **Have experience to enable them to oversee the work-based aspects of the programme and End Point Assessment** *(relevant only for External Examiners of Apprenticeship programmes with integrated End Point Assessments)* |  |  |  |  |
| **4.1g** | **Have a robust knowledge and understanding of the applicable Apprenticeship Standard(s)** *(relevant only for External Examiners of Apprenticeship programmes)* |  |  |  |  |
| **4.1h** | **Have an awareness of current changes taking place in relation to Higher Education apprenticeships and an ability to keep upp to date with developments in an ongoing way?** *(relevant only for External Examiners of Apprenticeship programmes)* |  |  |  |  |
| **4.1i** | **Does the nominee have experience of being actively involved in the delivery, operation and management of a Higher Education Apprenticeship programme(s)?** *(relevant only for External Examiners of Apprenticeship programmes)* |  |  |  |  |
| **4.1j** | **Have experience of managing and facilitating online learning** *(relevant only for External Examiners of Distance Learning programmes)* |  |  |  |  |
| **4.1g** | **Where answers have been provided as ‘No’ or ‘Not Applicable’, please explain your response here *[To be completed only if the exemptions above (in Questions 4.1c and 4.1e-j) don’t apply]*:** | | | | |
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| **4.2** | **CONFLICTS OF INTEREST: *With specific reference to the proposed additional/amended duties,* would it result in any of the following conflicts of interest being contravened?**  *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)*.* | **Yes** | **No** |
| **Anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the programme(s) of study?** |  |  |
| **Anyone required to assess colleagues who are recruited as students to the programme(s) of study?** |  |  |
| **Anyone who is, or knows they will be, in a position to influence significantly the future of students on the programme(s) of study?** |  |  |
| **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?** |  |  |
| **An External Examiner who is holding a total of more than two substantial undergraduate engagements concurrently, or equivalent?** |  |  |
| **If you have stated ‘Yes’ to any of the above, please provide a full explanation here:** | | |
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| **4.3** | **FURTHER CONFLICTS OF INTEREST: *With specific reference to the proposed additional/amended duties,* would it result in any of the following conflicts of interest occurring?** | **Yes** | **No** |
| **A reciprocal arrangement involving cognate programmes at another higher education provider?** *Please check the University External Examiner Database on WebHub* |  |  |
| **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* |  |  |
| **The nominee holding a total of more than two substantial undergraduate appointments concurrently, or equivalent?** |  |  |
| **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.** |  |  |
| **If you have stated ‘Yes’ to any of the above, please provide a full explanation here:** | | |
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**SECTION 5: FOR AMENDMENTS TO DUTIES WHICH INVOLVE COLLABORATIVE PROVISION ONLY:**

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| **5.1** | ***For completion by Liverpool John Moores University Link Tutor / Programme Leader (whichever is appropriate to this collaborative programme):*** | | | |
| **5.1a** | **Does the External Examiner have recent and relevant External Examining Experience?**  *Please note: Nominees for collaborative provision programmes must normally have both* ***recent*** *and* ***relevant*** *External Examining experience. Recent experience is defined as their most recent External Examiner position concluding no more than 2 years prior to the start of their period of engagement at the University. Relevant experience will be judged in relation to both discipline and Framework for Higher Education Qualifications (FHEQ) level.* *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 Amendment to Duties 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)*.* | | | |
| **Yes** | | **No** | |
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| **5.1b** | **If the answer to Question 5.1a 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: |  | | |
| **5.1c** | **If the answer to Question 5.1a 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** |
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| **5.2** | *For completion by Liverpool John Moores University Link Tutor / Programme Leader (whichever is appropriate to this collaborative programme):*  **Has the Collaborative Partner confirmed that the engagement of this nominee would not result in any conflicts of interest with the partner institution (as listed in Sections 4.2 and 4.3 above)** | |
| **Yes** | **No** |
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**SECTION 6: DECLARATION FROM LIVERPOOL JOHN MOORES UNIVERSITY SCHOOL**

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| **The School confirms that:**   * **This application has been completed fully, accurately, and all of the responses above are correct.** * **All applicable programmes, programme titles and programme codes are identified within this application.** * **The relevant representative from the collaborative partner has been consulted fully, and supports this addition/amendment to duties.** * **This proposal has been made on time (i.e. to ensure continuous cover for the modules/programmes concerned).** * **The additional workload of this External Examiner is considered by the School to be reasonable, appropriate and manageable.** * **If an additional fee has been requested, this is endorsed by the School.** | |
| **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 7: CONFIRMATION OF APPROVAL BY EXTERNAL EXAMINER PANEL:**

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| **Date of approval by External Examiner Panel:** |  |