**EXTEND DUTIES OF MODULE EXTERNAL EXAMINER FORM**

**SECTION A: Current Module External Examiner**

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| --- | --- |
| Name: |  |
| Current job title: |  |
| Current affiliation: |  |
| Faculty/School/Department: |  |
| Current Period of Tenure: | From: |  | To: |  |
| \*Extension of Duties Period: | From: |  | To: |  |

*\*Institutes/CPO – please see end of Section D regarding the final exam board and/or the completion of external examining duties for the final year of tenure.*

**OTHER CURRENT external examiner appointments**

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| --- | --- | --- |
| ***From - To*** | ***Institution*** | ***Programme and Level*** |
| YY – YY |  |  |
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| **Institute to confirm that the External Examiner’s contact details are as per the original GA2 nomination** | **Yes** [ ]  **No** [ ] If **No**, please provide details below |
| *Please detail any changes to work and/or home address, e-mail address and telephone number* |

**SECTION B: Current Modules and Programmes of Study**

1. List of modules (not including Level 7 dissertation/project modules worth 60 credits or more) currently examined by the module external examiner:

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| --- | --- | --- | --- | --- | --- |
| Module code and name | Credit | Level | Module code and name | Credit | Level |
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1. Is the examiner currently responsible for Level 7 dissertation/project modules (Part II)? **YES / NO**

If so, please provide details.

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| Module code and name | Credit | Module code and name | Credit |
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1. Full title of any programme(s) (including HN Awards) to which modules contribute and named staff contact for each.

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| Programme(s) | Delivered by Partner? If **YES**, pleaseidentify\* | Apprenticeship programme **YES / NO** | Accredited by a PSRB? If **YES**, please identify | Named staff Contact & Academic Discipline |
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\* List every programme for each partner as the external examiner will be required to provide a separate report for each one

1. Does this extension of duties replace another External Examiner whose tenure is ending? If so, please provide details:

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**SECTION C: Nature of Additional Duties**

**To cover additional module(s) - complete 1, 2 and 3 below**

**To cover same module(s) at additional locations - complete 4 below**

1. List of additional modules (not including Level 7 dissertation/project modules worth 60 credits or more) to be examined by the external examiner:

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| --- | --- | --- | --- | --- | --- |
| Module code and name | Credit | Level | Module code and name | Credit | Level |
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1. List any additional Level 7 dissertation/project modules (Part II) to be examined by the external examiner:

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| --- | --- | --- | --- |
| Module code and name | Credit | Module code and name | Credit |
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1. Full title of any programme(s) (including HN Awards) to which modules contribute and named staff contact for each.

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| --- | --- | --- | --- | --- |
| Programme(s) | Delivered by Partner? If **YES**, pleaseidentify\* | Apprenticeship programme **YES / NO** | Accredited by a PSRB? If **YES**, please identify | Named staff Contact & Academic Discipline |
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4. Additional locations

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| *List all additional locations to be covered by the external examiner where module(s) will be delivered* |

**SECTION D: Impact of additional duties**

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| *Requests for extending the duties of an external examiner will only be granted where there are assurances that such additional duties will not result in an unreasonable increase in the external examiners’ workload.* |

Is the external examiner still eligible to be an external examiner according to the University’s regulations (see External Expertise Protocol) and in line with the QAA UK Quality Code for Higher Education Advice and Guidance: External Expertise? **YES / NO**

(Advice may be sought from the Academic Office on this matter).

Has the external examiner agreed to the additional duties? **YES / NO**

For a small number of proposed External Examiners, the date of the final exam board or the completion of their external examining duties for their final year of tenure, may take place beyond the normal end of tenure date (31 August).

Does this affect the proposed external examiner? **YES / NO**

If **YES,** please confirm:

1. that the proposed external examiner has agreed to submit their annual report for their final year of tenure, following the final exam board or completion of their external examining duties for that academic year. **YES / NO**
2. when the proposed external examiner will submit their final annual report:
* after the date of the final exam board of the final academic year of tenure **MM/YYYY**
* after the completion of external examining duties for the final academic year of tenure **MM/YYYY**

Please note that in relation to the final year of tenure, the annual fee is unchanged by this extended period. Also that the proposed external examiner will not be asked to undertake work linked to the next academic year.

**SECTION E - External Examiner fee**

**Information required for the continued calculation of the External Examiner fee**

**Number and total credit value of current modules *[not including additional modules].* For modules delivered more than once per annum and/or delivered at more than one location and overseen by the same External Examiner, please indicate the number of cohorts (i.e. iterations of delivery) per year in relation to each module/group of modules as this may have an impact upon the annual fee. Please append additional information where required.**

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| --- | --- | --- |
| **Level of Study** | **Total number of modules****(as per Section B.1 above)****If modules are delivered more than once, please note *total number of modules*** ***x total number of cohorts*****(ie iterations of delivery)** | **Total credit value****(as per Section B.1 above)** **Total number of modules delivered x their individual credit values** |
| **(Example)****Level 4** |  **12 modules (total)****6 modules** **x2 cohorts/(iterations of delivery)** | **240 credits (total)****12 modules x 20cr per module** **OR****240 credits (total)****8 modules x 20cr per module** **2 modules x 40cr per module** |
| Level 4 |  |  |
| Level 5 |  |  |
| Level 6 |  |  |
| Level 7 Part I |  |  |
| **Total** |  |  |

|  |  |  |
| --- | --- | --- |
| \*Level 7 Part IIdissertation / project(normally 60crs or more) |  |  |

\*An external examiner shall be responsible for no more than 30 dissertations/projects in a single appointment (i.e. – single iteration/cohort). See GA15 annual workload agreement for further details.

**Number and total credit value of additional modules. For modules delivered more than once per annum and/or delivered at more than one location and overseen by the same External Examiner, please indicate the number of cohorts (i.e. iterations of delivery) per year in relation to each module/group of modules as this may have an impact upon the annual fee. Please append additional information where required.**

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| --- | --- | --- |
| **Level of Study** | **Total number of modules****(as per Section C.1 above)****If modules are delivered more than once, please note *total number of modules*** ***x total number of cohorts*****(ie iterations of delivery)** | **Total credit value****(as per Section C.1 above)** **Total number of modules delivered x their individual credit values** |
| **(Example)****Level 4** |  **12 modules (total)****6 modules** **x2 cohorts/(iterations of delivery)** | **240 credits (total)****12 modules x 20cr per module** **OR****240 credits (total)****8 modules x 20cr per module** **2 modules x 40cr per module** |
| Level 4 |  |  |
| Level 5 |  |  |
| Level 6 |  |  |
| Level 7 Part I |  |  |
| **Total** |  |  |

|  |  |  |
| --- | --- | --- |
| \*Level 7 Part IIdissertation / project(normally 60crs or more) |  |  |

\*An external examiner shall be responsible for no more than 30 dissertations/projects in a single appointment (i.e. – single iteration/cohort). See GA15 annual workload agreement for further details.

Please give the name(s) of any other external examiner(s) responsible for modules in the programme(s) of study.

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**For UWTSD programmes:** All module external examiners are normally required to attend a meeting with the programme team once during the academic year, either in person or electronically. The meeting may coincide with the date of the Examining Board or be undertaken at a mutually convenient date. Module external examiners are not required to attend Examining Boards but must be given the opportunity to do so. (The University will ensure that at least one external examiner is present at each Examining Board.)

Some module external examiners may be requested to make an additional physical visit, which is normally exceptional, and used for purposes such as observing teaching practice, or attending exhibitions or performances for assessment purposes. If **additional** physical visits are required, please indicate below the number of additional visits, the purpose and intended location of the visit.

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Please add any further information you feel is necessary for the setting of an appropriate fee.

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**For Collaborative Partnership programmes:** All module external examiners are required to attend a meeting with the programme team once during the academic year, normally electronically. Module external examiners for Collaborative Partnership programmes are not expected to visit the partner institution in person, unless this is essential due to the nature of the assessment work (e.g. such as attending exhibitions or performances) and has been agreed as part of the nomination process (see below\*). The meeting may coincide with the date of the Examining Board or be undertaken at a mutually convenient date. Module external examiners are not required to attend Examining Boards but must be given the opportunity to do so. (The University will ensure that at least one external examiner is present at each Examining Board.)

If physical visits to the partner are required, please indicate below the number of physical visits, the purpose and intended location of the visit. These arrangements must be confirmed by the Collaborative Partnerships Office before the nomination is submitted for approval.

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| **\*For Collaborative Partnership Office use only for External Examiners for partner provision:** |
| Will this External Examiner be expected to make a physical visit? Yes [ ]  No [ ]  |
| If Yes, please indicate below the number of visits, the purpose and intended location of the visit.  |

Please add any further information you feel is necessary for the setting of an appropriate fee.

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**SECTION F - Authorisation**

**Collaborative Partnerships Office (CPO) approval for Partner visits (where applicable)**

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| --- | --- |
| Head of CPO (Operations) |  |
| Signature |  |
| Date |  |

**Academic Discipline approval**

|  |  |
| --- | --- |
| Academic Director |  |
| Signature |  |
| Date |  |

**Institute approval**

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| Dean (or pp. Dean’s representative) |  |
| Signature |  |
| Date |  |

The completed form should be sent to the Quality Assurance section of Academic Office (email: AOexternals@uwtsd.ac.uk) for consideration.

Please see the External Expertise Protocol for further information.

**THIS FORM IS ALSO AVAILABLE IN WELSH**