

EXTERNAL EXAMINER NOMINATION PRO-FORMA

Please complete the form below, [referring to your CV where necessary](#), to confirm your eligibility to act as an external examiner at the University of Liverpool.

1	Please provide details regarding your experience relating to designing and operating a variety of assessment tasks and procedures appropriate to your subject area;	
	<i>Please provide details (mandatory field)</i>	
2	Please provide details regarding your familiarity with the standard to be expected of students to achieve the award that is to be assessed;	
	<i>Please provide details (mandatory field)</i>	
3	Please provide details of your awareness of current developments in the design and delivery of relevant curricula;	
	<i>Please provide details(mandatory field)</i>	
4	Please provide details of your experience relating to the enhancement of the student learning experience.	
	<i>Please provide details(mandatory field)</i>	
5	Are you a member of a governing body or committee of the University of Liverpool or one of its <a href="#">collaborative partners</a> , or a current employee of the University of Liverpool or one of its <a href="#">collaborative partners</a> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	<i>If yes please provide details</i>	
6	Do you have a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	<i>If yes please provide details</i>	
7	Do you have any colleagues who are recruited as students to the programme of study?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	<i>If yes please provide details</i>	
8	To the best of your knowledge, are you currently, or do you know if you might become in a position to influence significantly the future of any students on the programme of study?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	<i>If yes please provide details</i>	
9	Are you aware of any reciprocal arrangement, involving University of Liverpool staff at your institution involving the same cognate programmes?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	<i>If yes please provide details</i>	
10	Are you significantly involved in recent (within the last five years) or current substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme(s) or module(s) in question	Yes <input type="checkbox"/> No <input type="checkbox"/>
	<i>If yes please provide details</i>	
11	Please confirm the details and appointment dates of any other external examiner roles that you currently hold	
	<i>Please list any external examiner posts that you currently hold</i>	

HERMES Departmental nomination form and validation:

The below questions refer to sections 2.2.1 and 2.2.2 of the [Code of Practice on Assessment, Appendix H](#).

1	Does the nominee have knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality? (These include QAA Subject Benchmark Statements and the UK Quality Code for Higher Education (QAA, 2011).)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide evidence from nominees CV or pro-forma.		
2	Does the nominee have competence and experience in the fields covered by the programme of study, or parts thereof?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide evidence from nominees CV or pro-forma.		
3	Does the nominee have relevant academic and/or professional qualifications to at least the level of the qualification being examined, and/or extensive practitioner experience, where appropriate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide evidence from nominees CV or pro-forma.		
4	Does the nominee have 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;	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide evidence from nominees CV or pro-forma.		
5	Is the nominee fluent in English and, where programmes are delivered and assessed in languages other than English, fluent in the relevant language(s)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide evidence from nominees CV or pro-forma.		
6	Does the nominee satisfy the applicable criteria set by any relevant professional, statutory or regulatory bodies?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide evidence from nominees CV or pro-forma.		
7	Is the nominee a former member of staff or student of the institution?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7a	If yes, has a period of five years has elapsed and all students taught by or with the external examiner completed their programme(s)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details		
8	Please confirm that the EE register has been checked to ensure there is not any reciprocal arrangement , involving University of Liverpool staff at your institution in the same cognate programmes"	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details		
9	Would this appointment constitute the succession of an external examiner by a colleague from the examiner's home department, or equivalent, and institution;	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes please provide details and submit an <a href="#">exceptional request to appoint notwithstanding the CoPA</a> to SAS		
10	Would this appointment constitute the appointment of more than one external examiner from the same department, or equivalent, of the same institution;	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes please provide details and submit an <a href="#">exceptional request to appoint notwithstanding the CoPA</a> to SAS		
11	If the nominee has previously been appointed as an external examiner at the University, has a period of five years elapsed since their last appointment;	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes please provide details and submit an <a href="#">exceptional request to appoint notwithstanding the CoPA</a> to SAS		

12	Can the department validate that the information held in the pro-forma confirms that the external examiner meets the criteria set out in sections 2.2.1 and 2.2.2 of the Code of Practice on Assessment- Appendix H.	Yes <input type="checkbox"/> No <input type="checkbox"/>

HERMES Faculty confirmation of nomination:

'On behalf of the Faculty I confirm that the above nominated external examiner meets the criteria set out in section 2.2.1 of Appendix H of the Code of Practice on Assessment, and does not contravene the criteria set out in section 2.2.2 of Appendix H of the Code of Practice on Assessment'

*Please add comment (mandatory)*

*Please detail reason for rejection of nomination for department to action (mandatory)*

☒ Yes

☐ No

**NOTE: If this is not completed by Faculty the Appointment will be rejected by SAS**

Details of approved exceptional requests to appoint the nominee notwithstanding the code of practice on assessment should be available for Faculty approvers to view at the point of approval.