

The External Examiner Nomination Process

School Level

Choose Appropriate Nomination Form

New External Examiner Form ↔ Additional Duties Form

Complete with all requested information

Signed by Chair of School Exam Board

Countersigned by Head of School

Send form & examiners CV, to Ewan Hannah, Faculty

Faculty Level

Upon receipt, EH checks form

Contact School re: Any Omissions/Errors

Form complete, EH logs receipt

Forms received during month batched for processing following month

First week of month

Nomination details recorded/Instrument prepared by EH

Form & Instrument to Associate Dean

Nomination Considered by Associate Dean

Nomination Accepted

Nomination Not Accepted

Approval given/Instrument signed

May require further information
May ask Committee to consider

Documents returned to EH

EH adds documents to LiveLink/informs TSLO of nomination

TSLO Level

TSLO records appointment on University Database

TSLO sends Examer Letter of Appointment/Contract/Expenses Form

Informs EH/School of Completed Appointment