***Degree Committee Annual Notification of***

***Appointed External Examiner (MPhil/MRes/MSt/MEd)***



Educational and Student Policy

*Sarah.Cook@admin.cam.ac.uk*

[*http://www.admin.cam.ac.uk/offices/education/*](http://www.admin.cam.ac.uk/offices/education/)

The information provided below is needed by Educational and Student Policy to ensure that reports are received from all External Examiners assigned to a cohort of students. Please use a separate form for each appointment.

Please note that External Examiners are appointed for one year at a time. They may be re-appointed for a further two consecutive years by the Degree Committee**\*** but this form must be completed and returned on an annual basis, including current contact information.

Consistent with the [General Board’s Guidance](http://www.admin.cam.ac.uk/offices/education/examiners/Updated%20Guidance_%20External%20Examiners_for%20publication.pdf), External Examiners must not be appointed to mark scripts. Assessors should be used for this purpose – the relevant nomination form can be found [here](http://www.admin.cam.ac.uk/offices/education/examiners/PG_internal_notification_form.docx).

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| **MPhil/MRes/MSt/MEd Programme** |  | **Term/Year** |
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|  |  |
| --- | --- |
| **Full name of examiner in print:****(including title, surname & first names)** |  |
| **Date of birth:** |  |
| **Home institution:** |  |
| **Preferred address for Examination correspondence:** |  |
| **Email address:** |  |
| **Phone number:** |  |

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| --- | --- |
| **Date of formal appointment:** |  |
| **Name of Designated Officer in print:** |  |
| **Date and signature:** |  |

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| **Has this person acted as an External Examiner for you before?** **If YES, please indicate dates and examinations:** |
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\*Please note that the Degree Committee should not normally reappoint an External Examiner if:

(i) he or she has already served three consecutive years;

(ii) he or she has failed to submit a report to the Vice-Chancellor on the conduct and outcome for a previous examination for the

University.

Please return this form to: Educational and Student Policy, University of Cambridge, 17 Mill Lane, Cambridge, CB2 1RX

or by email to: Sarah.Cook@admin.cam.ac.uk

*Office use only*

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| --- | --- | --- | --- | --- |
| *Term* | *Exam* | *Checked* | *Processed* | *Date* |
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