***Faculty Board Nomination of External Examiner***



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/)

Consistent with the [General Board’s Guidance](http://www.student-registry.admin.cam.ac.uk/files/ee_guidance_reviewed_oct_2015_external_examiners_for_publication.pdf), External Examiners must not be appointed to mark scripts. Assessors should be used for this purpose – the relevant nomination forms can be found [here](http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/appointment-examiners-and-assessors#examiner).

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 General Board**\*** but this form must be completed and returned on an annual basis, including current contact information.

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| --- | --- | --- | --- | --- |
| **Full Examination Title** |  | **Term/Year** |  | **Subject/Paper** |
|  |  |  |  |

|  |  |
| --- | --- |
| **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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| **Proof of right to work in the UK received within the last 3 years:** |  |

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| **Date of formal nomination by Faculty Board or equivalent body:** |  |
| **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:** |
|  |

\*The General Board will 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* |
|  |  |  |  |  |