 **Nomination of External Examiner**

Educational and Student Policy

[*https://www.educationalpolicy.admin.cam.ac.uk/*](https://www.educationalpolicy.admin.cam.ac.uk/) **(Undergraduate level courses)**

**This form should also be used for the following examinations: MASt, MBA, Bachelor of Theology, Master of Finance, Master of Corporate Law, Master of Law, Master of Education and Master of Engineering.**

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

|  |  |
| --- | --- |
| **Full name of Examiner:**  **title, first name(s), surname** |  |
| **Date of birth** |  |
| **Home Institution** |  |
| **Preferred address for examination correspondence** |  |
| **Email Address** |  |
| **Phone Number** |  |
| **Confirmation that right to work in the UK has been received within the last 3 years** |  |
| **Date of formal nomination by**  **Faculty Board or Degree Committee** |  |
| **Name of nominating person (please print)** |  |
| **Signature and Date** |  |
| **Dates/Examinations for which this person**  **has acted for your previously** |  |

**Important Notes**

Please note that External Examiners are appointed on a yearly basis. 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.

The General Board will not normally reappoint an External Examiner if they:

1. have already served three consecutive years;
2. have failed to submit a report to the Vice-Chancellor on the conduct and outcome for a previous examination for the University.

Consistent with the General Board’s Guidance, 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).

Nominations for External Examiners residing outside of the UK will require an accompanying request and a (short) case.

**Please return this form by email to: examiners@admin.cam.ac.uk**