***Annual Notification of***

***Appointed External Examiner (MRes, 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, although you may appoint External Examiners for up to three consecutive years, this information needs to be returned annually as details may change.

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| **Name of 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](mailto:Sarah.Cook@admin.cam.ac.uk)

*Office use only*

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