Logo, company name

Description automatically generated**Chief Faculty External Examiner Application Form**

***Role***

The Faculty’s Chief External Examiner provides an overview of the operation of the Faculty Assessment Sub-Boards, and Assessment Board, in order to assure the University that the conduct of the Assessment Sub-Boards/Assessment Boards are consistent with the Academic Manual and policies and procedures for the operation of Assessment Sub-Boards and Assessment Boards. The role is concerned with assessment strategies and their operation, and with the fairness and equitability of the assessment process.

**Please complete the form electronically or print clearly**

**Sections A, B, C and D are to be completed by the proposed Chief Faculty External Examiner**

### Part A: Personal Details

|  |  |
| --- | --- |
| **Title:** |  |
| **Forename(s):** |  |
| **Surname:** |  |
| **Home Institution:** |  |
| **Home Institution address\* (including department):** |  |
| **Telephone number:** |  |
| **Email address[[1]](#footnote-2):** |  |
| **Correspondence address (if different from above):** |  |

\*If you have recently retired, please use the further details relevant to your appointment box on the next page to demonstrate how you have retained an ongoing involvement in UK HEI activity, thereby ensuring the currency of your knowledge and skills for the role.

### Part B: Qualifications and Employment

Please attach a CV along with the information detailed below.

We would be grateful if this CV could highlight your education responsibilities and experience

|  |  |
| --- | --- |
| Please give details of your qualifications with the dates when they were obtained: | |
| Qualifications | Dates |
|  |  |

|  |  |
| --- | --- |
| Please give details of your employment history with any relevant dates: | |
| Positions | Dates |
|  |  |

|  |  |
| --- | --- |
| Please provide details of previous and/or current External Examiners positions held | |
| Position held | Date of tenure |
|  |  |

|  |
| --- |
| Please give any further details which may be relevant to your appointment: |
|  |

### Part C: Eligibility to the role

Please complete the boxes with Y (yes) or N (no) as appropriate

|  |  |
| --- | --- |
| Are you familiar with the standards and procedures of university level education in the United Kingdom? |  |

|  |  |
| --- | --- |
| Have you been a lay member of the Council of King’s College London (KCL) or a student of the University within the last three years? |  |

|  |  |
| --- | --- |
| Do you have a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study? |  |

|  |  |
| --- | --- |
| Have you been significantly involved in recent or current substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme(s) or modules in question? |  |

|  |
| --- |
| If yes to any of the above please provide details, along with dates: |
|  |

***Eligibility to work in the United Kingdom***

As you may be aware, the UK Border Agency requires that all of those undertaking work in the UK have the legal right to do so. To undertake the above work, you must verify your eligibility to work in the UK and you are asked to complete the self-assessment process set out below and attach any supporting documentation that may be required. The appointment as an external examiner is subject to this self-declaration being completed and the provision and verification of appropriate copy documentation being forwarded, where required, to the Quality, Standards and Enhancement office.

Please indicate which statement below applies to you by placing a tick in the appropriate box and inserting the name of your current university as may be appropriate.

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | I am both a British Citizen (United Kingdom passport holder) and an employee of a British university or institution.  Specify university or institution: ...................................................................... |  | |
| 2 | I am an EU national and have a visa which allows me to undertake work in the UK and an employee of a British university or institution.  Specify university or institution: ...................................................................... |  | |
| 3 | I am a non European migrant and have a visa which allows me to undertake work in the UK. |  | |
| 4 | I have a Tier 2 visa and this work meets the UKBA “Supplementary employment criteria” as follows: The King’s College London is work in the same sector and at the same professional level as the work for which my Certificate of Sponsorship was assigned; and The time taken for this and supplementary employment I undertake for any other employer is no more than 20 hours per week; and Is undertaken outside of the normal working hours for which my certificate of Sponsorship was assigned.  Specify university: ............................................................................... |  | |
| 5 | None of the above applies. |  | |
|  |  |  |  |

**If you have ticked statement 1 you need to attach a copy of the front cover and photo page of your passport.**

**If you have ticked statement 2, 3 or 4 you need to attach a copy of the front cover and photo page of your passport and evidence of your right to work in the UK to this document.**

**If you have ticked statement 5 we will need more information in order to determine whether you can undertake this work. Please could you attach a copy of the front cover and photo page of your passport and any and documentation that will allow us to determine if you are able to undertake this work.**

**Part D: Declaration**

To the best of my knowledge, the particulars given by me on this form are correct and I agree to conduct all of the duties of the role as laid out in the Academic Manual. If at any time I fail to fulfil these duties or have given inaccurate information I am aware my contract will be terminated.

|  |  |
| --- | --- |
| Signed\* |  |

|  |  |
| --- | --- |
| Date: |  |

### Checklist:

Fully completed and signed form

Attached CV

Attached copy of passport

Attached right to work evidence (if required)

### Part E: Faculty Approval

Faculty Chief External Examiner to be appointed to:

UG Assessment Board:

PGT Assessment Board:

Both:

Academic year appointment commences:

Approval by the Faculty Assessment Board recruiting to the role:

|  |  |
| --- | --- |
| Name: |  |

|  |  |
| --- | --- |
| Signed: |  |

|  |  |
| --- | --- |
| Date: |  |

***Completed forms should be returned to Quality Standards and Enhancement at*** [***asq@kcl.ac.uk***](mailto:asq@kcl.ac.uk)

### Part 5: University Approval

Applications for Chief External Examiners must be signed off by the Chair of Assessment and Regulatory Oversight Sub-Committee, on behalf of the Vice-President and Vice-Principal Education

Approval by the Assessment and Regulatory Oversight Sub-Committee:

|  |  |
| --- | --- |
| Name: |  |

|  |  |
| --- | --- |
| Signed: |  |

|  |  |
| --- | --- |
| Date: |  |

Normally the appointment will commence upon the expiry of the appointment of the previous Faculty Chief External Examiner and will coincide with the start of the academic year.

\*Signatures may be electronic or the form may be sent from an official email address. Where email addresses are used, the Faculty (Institute/School) Board Chair will need to attach the confirmation email from the External Examiner when the form is submitted to Quality, Standards and Enhancement office.

1. This will be the University’s primary method of correspondence with you [↑](#footnote-ref-2)