

### Checklist of criteria for nominations for new External Examiners

This checklist is provided to support Schools in nominating an appropriate External Examiner. The criteria ensure that external examiners are appropriately qualified and that they do not have a pre-existing association with the School, which would inhibit them from conducting their role with independence. The criteria have been drawn from the QAA Code for Higher Education (chapter B7: External Examining) available at:

[External Expertise \(qaa.ac.uk\)](http://qaa.ac.uk)

The full nominations procedure is set out in the 'Handbook on the policy and procedures for the external examining of taught courses,' which is available at:

<http://www.sussex.ac.uk/adqe/standards/externalexaminers>

Suitable nominees WILL:

- Be Senior Lecturer or above (unless significant professional experience more relevant to discipline)
- Be academically qualified to the level of the award being examined and have knowledge of Professional and/or Statutory Body (PSB) where relevant
- Have relevant subject expertise
- Have significant experience of teaching and assessment at relevant level (UG/PGT)
- Have experience of external examining at the appropriate level, experience as a Chair or member of an exam board at the appropriate level, experience of course leadership or significant curriculum development or experience in a role responsible for assessment at the level of the course.

Suitable nominees will NOT:

- Be from the same institution as their predecessor
- Be from the same institution/school as any of the school's other external examiners
- Be from a School/Department within an institution that any of the School's own faculty have acted as external examiner for in the past three years (UG and PGT only, PGR does not count)
- Hold more than one other external examiner appointment (PGR does not count)
- Have been a Sussex student/member of staff within the past 5 years
- Have been a member of the validation panel for a new course, until at least one year has elapsed
- Have had a previous external examiner appointment at the University
- Be appointed to courses at both undergraduate and postgraduate level where this results in them attending the UG and PGT Progression and Award Boards (with the exception of integrated masters courses).
- Have a close professional, contractual or personal relationship with a member of staff or student involved with the course

If the nominee has any personal or collaborative links with staff or students on the course in question, these should be detailed on the form. Research collaborations that are ongoing and involve the convenor of the course or exam board members are more likely to be problematic.