

|  |
| --- |
| **External Examiner Endorsement of Assessment Decisions at Examination Committee/Board** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 1: for completion by the Programme Leader** | | | | |
| Programme title: |  | | | |
| Title of Committee/Board: | Module Examination Committee/Programme Examination Committee | | | |
| Date of Committee: |  | | | |
| Chair of Committee: |  | | | |
| Secretary of Committee: |  | | | |
| Name of External Examiner: |  | | | |
| Was the External Examiner Present at the Examination Committee? | **YES** | 🞏 | **NO** | 🞏 |
| If **YES,** the External Examiner to complete and sign **Section 2 below** | | If **NO**, the External Examiner to complete and sign **Section 3 below** | |
| **Section 2: for completion by the External Examiner if PRESENT at the Examination Committee/Board** | | | | |
| I confirm that I was present at this Examination Committee and I was involved in the decisions made and endorse those decisions. | | | | |
| External Examiner Signature | | | Date: | |
| **Section 3: for completion by the External Examiner if ABSENT from the Examination Committee/Board** | | | | |
| I was not able to attend the Examination Committee/Board.  I confirm I have been consulted on the decisions made and endorse those decisions. | | | | |
| External Examiner Signature | | | Date: | |

|  |  |
| --- | --- |
| **Guidance on completing this form:** | |
| **Step 1** | Programme Leader to complete Section 1 |
| **Step 2** | If the External Examiner is present at the Module/Programme Examination Committee/Board, Division/Programme must provide **all** External Examiners with a copy of this form for signature in Section 2 **immediately** after the Examination Committee/ Board. |
| **Step 3** | If the External Examiner is not present, the External Examiner will be sent this form for confirmation and signature in Section 3, and requested return to the Programme Leader. *An email confirming their endorsement of the decisions may be attached to this form in lieu of signature* |
| **Step 4** | All completed and signed forms must be submitted and retained by the secretariat as part of the Examination Committee/Board records |