## Nomination Checklist

Use the following checklist to ensure you have all the information needed when completing the Nomination form.

**Nominee information**

Nominee details (title, name, position, institution/affiliation), professional email address)

Name and institution of current examiner to be replaced (if appropriate)

Academic year appointment takes effect and length of appointment

**Programme information**

Full programme codes

Full programme titles

Module codes (if appropriate - should you want to nominate an EE only looking at a range of modules)

Module titles (if appropriate – should you want to nominate an EE only looking at a range of modules)

Whether the remit of the nominee includes TNE provision, or apprenticeship programmes with credit-bearing end-point assessment.

Has the nominee completed the External Examiner Professional Development Course with Advance HE? (If completed, please provide date if known)

**Criteria for Nomination**

Rationale for recommendation (in line with section 17 of the [Policy](https://newcastle.sharepoint.com/sites/EducationalGovernanceTeam/Internal_web_docs/Forms/AllItems.aspx?id=%2Fsites%2FEducationalGovernanceTeam%2FInternal%5Fweb%5Fdocs%2FExternal%20Examiners%2Fqsh%2Dextexam%2Dpolicy%2Epdf&parent=%2Fsites%2FEducationalGovernanceTeam%2FInternal%5Fweb%5Fdocs%2FExternal%20Examiners))

Nominee CV to attach to the form

Criteria for selection – affirmation that the nominee is appropriate and does not present any conflicts of interest (as outlined in the [Policy](https://newcastle.sharepoint.com/sites/EducationalGovernanceTeam/Internal_web_docs/Forms/AllItems.aspx?id=%2Fsites%2FEducationalGovernanceTeam%2FInternal%5Fweb%5Fdocs%2FExternal%20Examiners%2Fqsh%2Dextexam%2Dpolicy%2Epdf&parent=%2Fsites%2FEducationalGovernanceTeam%2FInternal%5Fweb%5Fdocs%2FExternal%20Examiners), sections 19-25).

Information on whether it’s the nominee’s first role as an EE, and what briefing will be provided

Fee band

**Please note -** Before starting to complete the online form, ensure you have approval from Board of Studies chair and Head of School. By submitting the form, you confirm you have had consideration and approval.

Please download a copy of this form and edit it rather than editing directly into the online document.

**Document last modified by EPGS, June 2025**

This document is intended for: School Administrators

**Contact:** [ext.examiners@newcastle.ac.uk](mailto:education.policy.governance@newcastle.ac.uk)

**Version History**

**Version:** 1.0 **Date:** 06 June 2025 **Details:** First version of the document for the online nomination process.