**Nomination for the NEW appointment of a**
**Progression and Award (PAB) External Examiner for Undergraduate and Taught Postgraduate Courses or Independent Assessor for Apprenticeship Course**

This form can be used to nominate either a new External Examiner for Progression and Award Board or a new Independent Assessor for an apprenticeship course at the University.

To be completed by Course Director or designated Primary Contact.

All fields marked with an asterisk MUST be completed. Incomplete forms will be returned until a complete version is submitted.

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| **Appointment Type** *Please select ONE of the boxes* |
| PAB External Examiner  |[ ]  Independent Assessor (Apprenticeship) |[ ]

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| **Section 1 – CCCU Primary Contact Details** *This will be the person the main point of contact for induction, communication and support during the full term of appointment.* |
| Name:\*  |  |
| Current position:\* |  |
| Faculty:\* | Choose an item. |
| School:\* |  |
| Email address:\* |  |

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| **Section 2 – Proposed External Examiner / Independent Assessor Personal Details** |
| Title and name:\*  |  |
| Current position:\*  |  |
| Current employer/institution:\* |  |
| Email address:\* |  |

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| **Section 3 – Appointment Details**  |
| Academic year duties will commence  | Choose an item. |
| Does the nominee replace an existing PAB External Examiner? / Independent Assessor\* | Choose an item.Name: |

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| **Section 4- Criteria for PAB Eligibilty** *To serve as an External Examiner at CCCU Progression and Award Boards, the following criteria must be demonstrated: Please check below as appropriate*  |
| 1. Knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality;
 | [ ]  |
| 1. Competence and significant experience of managing assessment processes and in applying academic regulations;
 | [ ]  |
| 1. Suitability to meet any applicable criteria set by professional, statutory or regulatory bodies.
 | [ ]  |

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| **Section 5 – Apprenticeship Course Details** *To be completed for Independent Assessor Nominations ONLY* |
| Course Code(s) and Title(s)\*  |   |
| Apprenticeship Standard(s)\*   |   |
| Associated collaborative partner  *(where applicable)*  |   |
| Type of End Point Assessment\* | Choose an item. |

NOTE: *Independent Assessors will be paid at an hourly rate of £43.93 to complete all work associated with the End Point Assessment, including attendance at Boards. For exam board only EPA, IA’s should aim to spend 45 minutes on each apprentice.*

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| **Section 6 - Independent Assessor Essential Criteria** *To be completed for Independent Assessor Nominations ONLY* |
| **Confirm that the proposed Independent Assessor meets the following essential criteria:** | **Yes** | **No** |
| Right to work in the UK (if unsure please confirm with the Independent Assessor prior to nomination). | ☐ | ☐ |
| Knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality. | ☐ | ☐ |
| Awareness of current developments in the design and delivery of relevant assessments. | ☐ | ☐ |
| Competence and experience in the fields covered by Apprenticeship. | ☐ | ☐ |
| Relevant academic and/or professional qualifications to at least the level of the qualification, and/or extensive practitioner experience, where appropriate. | ☐ | ☐ |
| Competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures. | ☐ | ☐ |
| Sufficient standing, credibility and breadth of experience within the discipline to be able to command the respect of academic and, where appropriate, professional peers. | ☐ | ☐ |
| Knowledge and understanding of the EPA performance expected of apprentices to achieve the award being assessed. | ☐ | ☐ |
| Fluency in English. | ☐ | ☐ |
| Meets applicable criteria set by Professional, Statutory and Regulatory Bodies, where applicable. | ☐ | ☐ |

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| **Section 7 – Authorisation of the Nomination**  |

The nominee has confirmed a willingness to serve and is not included in any categories or circumstances listed in [Restrictions in Appointment](https://www.canterbury.ac.uk/quality-and-standards-office/external-examiners/information-for-staff.aspx). The nominee has not been a member of staff or a student at Canterbury Christ Church University within the last five years. I confirm that approval of this appointment would not create a reciprocal arrangement with a cognate course at another institution.

For Independent Assessors, the nominee meets the criteria as stated in the appointment criteria.

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| **COURSE DIRECTOR PRINTED NAME\*** |  |  |  |
| **COURSE DIRECTOR SIGNATURE\*** |  | **DATE\*** |  |

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| **HEAD OF SCHOOL PRINTED NAME\*** |  |  |  |
| **HEAD OF SCHOOL SIGNATURE\*** |  | **DATE\*** |  |

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| **FACULTY DIRECTOR OF QUALITY NAME\*** |  |  |  |
| **FACULTY DIRECTOR OF QUALITY SIGNATURE\*** |  | **DATE\*** |  |
| Additional comments about nomination from FDQ (if needed) |

Please return completed form along with a copy of the candidates CV to your Faculty Quality Office. Digital signatures accepted.

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Faculty Quality Office ONLY

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| Submitted to Quality and Standards Office external-examiners@canterbury.ac.uk  | **DATE\*** |  |