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# Session

2024/2025

**External Examiner System (Taught Provision)**

**Request for Extension of External Examiner Appointment Beyond Four Years**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Examiner: |  | | |
| School: |  | College: |  |
| Programme: |  | | |

Please note that extensions of appointments for a fifth year are only granted in **exceptional circumstances** and have to be formally scrutinised and approved by the Pro-Vice-Chancellor (Education) or their Deputy.

If Schools wish to extend a few appointments into a fifth year to spread out the number of external examiners to be replaced at the same time, this is acceptable and will be considered[[1]](#footnote-1).

Extensions should not be requested unless the School has received confirmation from the external examiner that they are able to continue.

**Section 1 - Previous Reports**

Please confirm all previous reports have been received from the external examiner.

|  |  |
| --- | --- |
| **Yes / No** | (If no, please contact Registry as all reports will need to have been received in order to grant an extension.) |

**Section 2 - Reason for requesting the extension of appointment**

|  |
| --- |
| ***[Please include measures being taken to nominate a successor after the proposed extension, and the consideration of whether extension into a 5th year would create a reciprocal or clustering issue.]***  *[NB If the extension request is for the external examiner to see a programme out through a wind-down phase please indicate this and give an estimate as to how long the process will take.]* |

**Section 3 – Appointment Details**

|  |
| --- |
| ***[Please indicate if there are to be any changes to the appointment for the duration of the extension (e.g. fee level, additions to the programmes/modules in the external’s portfolio).]*** |

**Section 4 - School-level confirmation of extension request (Head of School or Head of Education)**

|  |  |
| --- | --- |
| **Name:** | **Date:** |

**The form should now be sent to the College Director of Education for scrutiny**

**and approval at College-level.**

**Section 5 – College-level approval**

I can confirm the extension of appointment request has been scrutinised at College-level.

*(Please delete as appropriate)*

The extension of appointment is **supported / rejected** at College level**.**

**Comments from the College Director of Education**

|  |
| --- |
| Please include in this box any comments you wish to be noted about the extension request. |

|  |  |
| --- | --- |
| **Name:** | **Date:** |

**This form should now be forwarded to Registry (Policy). All extensions of appointment are subject to approval by the Pro-Vice-Chancellor (Education) or their Deputy.**

|  |  |
| --- | --- |
| **Pro-Vice-Chancellor (Education) / Deputy comments:** | **Date:** |

Contact Details

Email: [externalexaminers@contacts.bham.ac.uk](mailto:externalexaminers@contacts.bham.ac.uk)

Registry (Policy)

1. A one-year exceptional extension may be considered to ensure continuity during a time of programme change, to spread out the number of external examiners to be replaced at the same time, or due to a programme phasing out/final cohort completing [↑](#footnote-ref-1)