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| **Nomination Form for External Examiner/Assessor**  **DUN LAOGHAIRE INSTITUTE OF ART, DESIGN AND TECHNOLOGY** |  |

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| **Name of Nominee** |  | | | | |
| **Academic Qualifications** |  | | | | |
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| **Professional Expertise:** |  | | | | |
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| **Areas of Specialisation:** |  | | | | |
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| **Place of Work/Address:** |  | | | | |
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| **Telephone Number:** |  | | | | |
| **Email Address:** |  | | | | |
| **Summary of Relevant Experience:** |  | | | | |
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| **Academic Year & Programme(s), Subject(s) to be examined:** |  | | | | |
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| **Other Relevant Information** |  | | | | |
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| **Has the Nominee agreed to act as proposed? Tick as appropriate** | Yes | | No | | |
| **For number of years** *(list academic year)* | Academic Year from |  | | Academic Year to |  |
| **Proposal made by:** |  | | | | |
| **Head of Faculty:** |  | | | | |
| **Date:** |  | | | | |
| **Signature:** |  | | | | |
| **Registrar:** |  | | | | |
| **Date:** |  | | | | |
| **Signature:** |  | | | | |
| For Office Use only | | | | | |
| **Nominee approved by the Dun Laoghaire Institute of Art Design & Technology Academic Council on** *(date of meeting)* |  | | | | |

**Guidelines for Nomination of External Examiners/Assessors**

External Examiners/Assessors must have:

* Academic qualifications and/or professional expertise appropriate to the programme being examined
* At least 3 years of relevant industrial, commercial or academic experience
* A willingness to devote time to their role
* A willingness to arbitrate on or adjudicate on problem cases
* A willingness to respond quickly to requests for comments on exam papers and production of final reports within time deadlines

Ideally External Examiners/Assessors should have:

* Experience of lecturing or working with graduates from those or similar programmes for which they are externs
* Good written and verbal communication skills
* Relevant lecturing or exam-setting experience
* Course design experience
* A willingness to comment and give advice on assessment methods in use
* A willingness to discuss with Institute staff how courses/modules might be improved

**External Examiner/Assessor Criteria for Appointment**

External Examiners/Assessors should satisfy the following criteria:

1. Their academic/professional qualifications should be appropriate to the award being examined, with both level and the subject(s) of those awards generally matching those to be examined. They should be able to command respect which may be demonstrated through academic expertise and/or professional achievement.
2. They will have expertise and experience in assessment at the appropriate level. If the nominee has no previous external examining experience, s/he will be expected to have extensive internal examining or other relevant experience. Externals with limited experience will initially only be required to act as one of a panel of External Examiners/Assessors on a programme of study.
3. In order to ensure impartiality, they will normally not have had close involvement with the Institute during the last three years. For example as a member of staff, a member of the Governing Body, a student, or an External Examiner/Assessor on a related programme in the Institute. They will not be personally associated with the sponsorship of students, involved in assessing colleagues who may be examined by the examination board, or involved closely with student placement. Any potential conflict of interest must be declared.
4. Any requirements as laid down by relevant professional or statutory bodies.
5. Normally, there will not be any reciprocal external examining relationship between the Faculty concerned and the proposed External Examiner/Assessor’s department.
6. A new External Examiner/Assessor should normally not be from the same institution as the outgoing External Examiner/Assessor.
7. An External Examiner/Assessor normally should hold no more than two concurrent substantive external examinerships, including the one at IADT, without the prior agreement of IADT. It is essential that External Examiners/Assessors are able to devote sufficient time to their duties.
8. External Examiners/Assessors may be appointed from outside higher education, particularly for vocational or professional awards, but only as part of a team which includes External Examiners/Assessors with extensive experience in higher education. Nominees who have recently retired may be appointed where appropriate but consideration will need to be given to the means by which they will retain the currently of their experience.