



# External Examiner nomination process workflows

## Internal University of Essex departments

- Department sources External Examiner and uses iTrent to start the appointment. Please see the Departmental User Nomination Guide (Taught Programmes) and Head of Department User Nomination Guide (Taught Programmes) for further information.
- The link to applicant web portal is sent to the External Examiner to complete their details and upload documentation.
- The External Examiner submits their web application, including their up-to-date CV, which is returned to the department who check the information and send to the Head of Department for internal approval.
- The Head of Department approves and the nomination is then sent to QUAD.
- QUAD review the nomination and query appointment rationale with departments if misalignment with the nomination criteria is identified. QUAD send the appointment with any additional rationale to the Faculty Dean for approval.
- The Faculty Dean approves the nomination and returns to QUAD.
- QUAD arrange for the Right to Work check, contract, and other paperwork to be completed. This includes sending a formal letter of invitation to the External Examiner, specifying the awards and modules to while they have been appointed and asking the External Examiner to confirm the appointment is accepted and that they are prepared to operate in line with the University's expectations, as described in the responsibilities section of the taught course External Examiner policy.
- Once completed, they send the nomination through iTrent to the Reward team.

- The Reward team set-up the External Examiner this then triggers a notification within the IT account creation system.
- The IT account is then automatically created after an overnight refresh.
- QUAD receive an automated email with the Personal Record Identifier (PRID) once it has been created. This is sent to the External Examiner with instructions on how to follow [the “Get Account” process](#).
- The External Examiner then uses the details provided to access their account credentials and set an external email address. Once complete they are able to access University of Essex systems. Their schedule recorded on iTrent feeds through to FASER, Moodle and the online Sharepoint reports.

## Partnerships

- Partnership sources the External Examiner, completes the External Examiner nomination form, and sends to QUAD.
- QUAD review the application and query appointment rationale with the partner if misalignment with the nomination criteria is identified. QUAD send the appointment with any additional rationale to the approver.
- Once approved, QUAD arranges for the RtW check, contract and other documentation.
- External Examiner completes RtW check and documentation.
- Once documentation is returned, QUAD confirm the EE is in post and ready to work.