**University of Essex**

**Request for Approval for the Absence of an Award External Examiner from the Meeting of a Board of Examiners (all taught provision)**

**This form must be submitted to the Faculty Dean via** [**examboardqueriesstaff@essex.ac.uk**](mailto:examboardqueriesstaff@essex.ac.uk) **no later than six weeks before the date of the Exam Board for planned absences.**

An External Examiner is required to attend formal meetings of the Board of Examiners of which they are a member unless the Head of the relevant department/school has arranged exemption. The absence of the External Examiner from a meeting of the Board shall only be allowed with the prior approval of the Faculty Dean of the appropriate faculty or the Dean or Deputy Dean of Partnerships. This form should also be used in instances where there are gaps in a department/school’s External Examiner allocations e.g. due to the mid-year resignation of an External Examiner.

Departments/schools should refer to the [guidance on External Examiners not carrying out all, or part, of their role](https://essexuniversity.app.box.com/file/824952094405).

**Attendance at relevant meetings of the Board of Examiners is a key requirement of the** [**role of award External Examiner**](https://www.essex.ac.uk/staff/academic-standards-and-quality/external-examiner-roles-and-responsibilities)**. Non-attendance at Exam Boards may lead to the Faculty Dean or Head of Department consulting with the External Examiner on whether they can fulfil the requirements of the role. Non-attendance at two consecutive Boards may be grounds for** [**termination of contract**](https://www.essex.ac.uk/staff/academic-standards-and-quality/contract-termination)**.**

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| Faculty Dean: |  |
| Head of Department/School: | (electronically signed and printed) |
| Date of submission of request: |  |
| Can the External Examiner contribute in an alternative way?  **If yes, please complete this form and send to** [**examboardqueriesstaff@essex.ac.uk**](mailto:examboardqueriesstaff@essex.ac.uk)**.**  **Please make the appropriate arrangements and notify the Assessment Team via the above email address.** |  |

I am seeking approval for the External Examiner named below to be absent from a Board of Examiners Meeting as they cannot attend.

*This form will not be accepted without all fields being completed. Confidential and sensitive information provided as part of this request will be processed in accordance with the Data Protection Act 2018 and will be disclosed only to members of University staff who need it in order to complete this process.*

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| Name of External Examiner |  |
| Courses for which the External Examiner is responsible | *This may be appended to the form.* |
| Date of Exam Board |  |
| Name of Exam Board Chair |  |
| Reason for Request |  |
| Dates of any previously agreed absences from Exam Boards | *For PGT External Examiners, this will include absences from both the interim and final Boards.* |
| Attendance status of all other External Examiners responsible for awards at this Board. | *This may be appended to this form as a table.* |
| If the External Examiner cannot attend the Exam Board, what other arrangements have been put in place? |  |
| How will the External Examiner’s views be made available to the Board in advance of the meeting? |  |
| How will the External Examiner be notified of decisions made at the Board? |  |
| Describe the arrangements for resolving matters in which the External Examiner’s view differ from other Board members. | *This should also take into consideration section 5.c.ii of the* [*Assessment Policies*](https://www.essex.ac.uk/-/media/documents/directories/academic-section/academic-standards-and-quality/assessment-policies-summary.pdf) |

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| **DECISION OF THE DEAN (please tick the relevant box)** | |
|  | **Permission granted**  *Academic Services shall notify the Head of Department/School.* |
|  | **Permission refused**  *Academic Services will write on behalf of the Dean to the External Examiner and the Head of Department/School.* |
| **Signed:** | |
| **Date:** | |

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