

Questions included on the External Examiner nomination form

If you have any questions about any questions included on the form please contact tqaro.external.examiners@lse.ac.uk.

Screen 1: External Examiner email and department

Prompt	Data type	Required?
Enter the external examiners' work email address to begin the nomination process	Email address	Required
Please confirm the department for which you wish to make a nomination	Single-select list	Required

Screen 2: title and name

Prompt	Data type	Required?
Title	Drop-down list	Optional
First name	Free text	Required
Last name	Free text	Required

Screen 3: current role

Prompt	Data type	Required?
Current employer	Pre-populated list	Required
Current position	Free text	Required

Screen 4: previous teaching experience

Prompt	Data type	Required?
Employer	Pre-populated list	Required
Role	Free text	Required
From	Date (can be approximate)	Required
To	Date (can be approximate)	Required
Brief description of post	Free text	Required
Nominee's CV	File upload (PDF, DOCX or DOC)	Optional

You need at least **one** and can add **up to five** examples of previous teaching experience. You can also upload a PDF, DOC or DOCX file with their CV.

Screen 5: year of role start, sub-board chair, UG or PG

Prompt	Data type	Required?
Academic year in which they begin their role	Year	Required

Whether you are the sub-board chair responsible for this EE	Yes/No	Required
Name of the sub-board chair responsible for this EE	Pre-populated list of chairs	Required if you are not the sub-board chair
Whether they are an undergraduate or postgraduate EE	Single-select list	Required

Screen 6: eligibility criteria

Prompt	Data type	Required?
Whether the nominee will be in the UK (England, Northern Ireland, Scotland or Wales) when completing their work	Yes/No	Required
The country in which they will be located	Pre-populated list	Required if not completing work in the UK
Whether the nominee had any close involvement with LSE during the past five years of their planned start date <i>This includes acting as an examiner for the LSE Summer School or for the LSE on the University of London Worldwide international programmes, holding a contract of employment for them or acting as an external examiner for them. If an external examiner has previously taught or studied at LSE, in addition to the requirement that five years has elapsed, all students must have completed the programme with which the examiner was involved.</i>	Yes/No	Required
Whether the nominee is an experienced teacher in the same discipline and at the same level as the subject being assessed	Yes/No	Required
Whether the nominee has knowledge and understanding of current principles and practices in maintaining academic standards, quality assurance and enhancement, and methods of assessment	Yes/No	Required
Whether the nominee has less than five years' experience of university teaching	Yes/No	Required
Whether the nominee replaces an external examiner from the same institution	Yes/No	Required

Whether the nominee currently holds more than two external examiner appointments concurrently, regardless of the institution	Yes/No	Required
Whether the nominee has a close professional, contractual or personal relationship with a student or any member of staff involved with the programme of study or course for which they would have responsibility	Yes/No	Required
Whether the nominee will be part of a reciprocal arrangement, whereby members of LSE staff from a department or subject group exchange with staff from another university or higher education institution to act as external examiners	Yes/No	Required
Whether the nominee will be asked to act for more than one Sub-board of Examiners of the School at any one time	Yes/No	Required
<p>If the answer to any of the eligibility criteria indicates that an exemption may be needed, the following text box will appear:</p> <p><i>According to your responses about the nominee's experience, further detail is required. Please provide additional information about the rationale for making this nomination when this eligibility criterion has not been met. The relevant Sub-Committee Chair will be asked to consider the details of specific cases based on the information you provide.</i></p>	Free text	Required
Confirmation that the information above has been approved by the Examination Sub-Board Chair	Tick box	Required

Screen 7 and screen 8 appear in opposite order for nominations of External Examiners of postgraduate programmes.

Screen 7 for undergraduate nominations/8 for postgraduate nominations:
course(s) for which they will be responsible

Prompt	Data type	Required?
Courses	Multi-select pre-populated list	Optional, although the only reason this would be blank if they are responsible for programme(s) only
Whether the nominee will be responsible for programme(s) as well as or instead of courses	Tick box	Optional

Screen 8 for undergraduate nominations/7 for postgraduate nominations:
programme(s) for which they will be responsible

Prompt	Data type	Required?
Programmes	Multi-select pre-populated list	Optional, although the only reason this would be blank if they are responsible for course(s) only
Whether the nominee will be responsible for course(s) as well as or instead of programmes	Tick box	Optional

Screen 9: course/programme selection review

No additional information required. Review selection(s) and select "Next" if correct, "Previous" if changes need to be made.

Screen 10: nomination review confirmation

No additional information required. Select "Next" to review the nomination.

Screen 11: nomination review

No additional information required. Review selection(s) and select "Submit" if correct, "Previous" if changes need to be made.