**Academic Registrar’s Division
Student Services Centre**

Chairs of (Sub-)Boards of Examiners

*Nomination Form*

Submit the completed form to the [Student Regulations Team](https://info.lse.ac.uk/current-students/student-services/assessment-regulations-team).

**Nomination Form for Chairs of (Sub-)Boards of Examiners**

The following have been nominated to act as Chairs of Boards or Sub-Boards of Examiners (please specify the programme board within your department and use separate forms for each nominee):

|  |  |
| --- | --- |
| **DEPARTMENT** |  |
| **LEVEL (UG or PG)** |  |
|  |  |
| By completing the form, the nominee agrees to act as Chair of the (Sub)Board(s). |
|  |  |
| **(SUB-)BOARD** |  |
| **NOMINEE NAME** |  |
| **NOMINEE SIGNATURE** |  |
| **DATE** |  |
|  |  |
| I nominate the above person(s) and confirm that they are eligible (please see criteria below). |
|  |  |
| **HEAD OF DEPARTMENT / INSTITUTE DIRECTOR** |  |
| **SIGNATURE** |  |
| **DATE** |  |

**Criteria**

* The Chair and Deputy Chair of the School Board of Examiners for BA and BSc degrees, the LLB Board of Examiners and Chair of the Graduate School Board are appointed by the. Academic Nominations Committee.
* In the Autumn Term of each session Conveners of each department will be asked to forward to the Examinations Office names of the proposed Chairs of Board(s) or Sub-Boards of Examiners for the session. To be eligible to act the proposed Chair must have passed his or her departmental review and have had at least two years' experience of examining at the undergraduate or graduate level, as appropriate.
* Details of nominations for Chairs of Boards and Sub-Boards of Examiners will be collated by the Examinations Office. All nominations go initially to the appropriate committee secretary, who ensures that all nominations are made and determines whether nominations conform to normal rules and practices. For undergraduate examinations nominations they go to the Undergraduate Studies Sub-Committee Chair, for graduate examinations to the Graduate Studies Sub-Committee Chair.
* There is no restriction on the number of times a person may be re-appointed as Chair of a Board of Examiners.