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# London Met Logo

# EER1 Subject Standards Board External Examiner Extension/Reallocation form

This form ***must*** be used to propose an extension or reallocation for a current External Examiner. The extension/reallocation ***must*** be proposed by or on behalf of the Head of School to the AQD, who will check, confirm and process the extension/reallocation. Please complete all sections, if any sub-section is not applicable indicate N/A.

*NB: Please delete any guidance text before submitting the form for approval.*

**To be completed by Course/Module Leader. This form must be signed by the Head/Dean of School/Chair of School LTQC before being submitted to AQD.**

***Please return completed forms to externalexaminer@londonmet.ac.uk***

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| --- | --- |
| **Title of Proposed Examiner** | Mr  Mrs  Ms  Miss  Dr  Prof |
| **Full Name of Proposed Examiner** |  |
| **Present/Last post** | Employer:  Post:  Dates: |
| **Address for correspondence** |  |
| **Phone** |  |
| **Email** |  |
| **Current External Examiner appointments** | For a university or other body, with names of institutions, course titles and dates of tenure. |
| **Extensions** | Current dates of tenure:  From: (Month, year)  To: (Month, year)  Period of proposed extension:  From: (Month, year)  To: (Month, year) |
| **Reallocation of duties (courses)** | (Indicate with an asterisk \* any for which the examiner is to cease to have responsibility)  Current course(s) with award titles:  [Insert course with award title/Partner name if collaborative here]  Additional course(s) with award titles:  [Insert course with award title/Partner name if collaborative here] |
| **Reallocation of duties**  **(modules)** | (Indicate with an asterisk \* any for which the examiner is to cease to have responsibility)  Current module(s):  [Insert module code/Module title/Approximate student numbers here]  Additional module(s):  [Insert module code/Module title/Approximate student numbers here] |
| **Rationale for proposal** | Provide reasons for extension/reallocation of duties |
| **Approval** | By the Head of School (or on behalf of the proposing Head of School):  Name:  Signed:  Date: |