**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 no later than six weeks before the date of the Exam Board for planned absences. Once signed this must be saved and uploaded with other Board Documentation. When sending to the Faculty Dean, the relevant Exam Boards email address (UG Exam Boards -** **ebqstaff@essex.ac.uk****; PGT Exam Boards -** **pgt.ebqstaff@essex.ac.uk****) and** **external.examiners@essex.ac.uk** **must be copied in.**

**The full policy on which Exam Boards External Examiners should attend can be found in the** [**Assessment policies for undergraduate and taught postgraduate awards.**](https://www.essex.ac.uk/-/media/documents/directories/academic-section/academic-standards-and-quality/assessment-policies-summary.pdf)

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.

**Additional guidance in relation to Postgraduate Taught Exam Boards**

Externals are not required to attend both the Interim and the Final Board of Examiners’ meetings. However, departments will still need to seek Faculty or Partnerships Dean’s approval where the External is going to be absent from one of these meetings.

**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)**. Departments/schools should refer to the guidance on External Examiners not carrying out all, or part, of their role where an External Examiner is unable to attend.**

|  |  |
| --- | --- |
| Faculty Dean: |  |
| Name of Department/School: | (electronically signed and printed) |
| Signature of Head of Department/School |  |
| Date of submission of request: |  |
| Can the External Examiner contribute in an alternative way?  |  |

I am seeking approval for the External Examiner(s) 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.*

|  |  |
| --- | --- |
| Name of External Examiner or Examiners |  |
| Courses for which the External Examiner(s) is responsible  | *This may be appended to the form.* |
| Date of Exam Board |  |
| Type of Exam Board (delete as appropriate) | UG / PGT October Start Interim / PGT January Start Interim / PGT October Start Final / PGT January Start Final |
| Name of Exam Board Chair |  |
| Reason(s) 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.* |
| For PGT Boards has the External Examiner attended an Exam Board for this cohort already this academic year? If so, please state which Board |  |
| 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) |

|  |
| --- |
| **DECISION OF THE DEAN (please tick the relevant box)**Once completed the form should be returned to the department with the relevant Exam Board email address (UG Exam Boards - ebqstaff@essex.ac.uk; PGT Exam Boards - pgt.ebqstaff@essex.ac.uk) and external.examiners@essex.ac.uk copied in.  |
|  | **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.*  |
|  | **Reason(s) for refusal** |
| **Signed:** |
| **Date:** |

|  |  |
| --- | --- |
| **Document owner**  | Quality and Academic Development  |
| **Document author**  | Quality and Academic Development  |
| **Document last reviewed by**  | Quality Enhancement Manager – Cerys Somers |
| **Date last reviewed**  | 12/05/2025 |
| **Review frequency**  | Annually  |