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## **PROGRAMME OVERSIGHT EXAMINER**

### **IMPLEMENTATION**

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The external examining arrangements of those programmes which currently have four or more examiners attached to them should be considered by each School with a view to ascertaining whether they would benefit from the introduction of a Programme Oversight Examiner (POE). Where a team decides to appoint a POE, the attached proforma must be completed and approved at College Academic Affairs Committee before being submitted to the External Examiners Committee for noting.

The duties of a POE will largely remain the same however the examiner will also be expected to liaise with the other examiners associated with the programme and to review their annual reports. This will enable the POE to complete Section 8 of the external examiner annual report and therefore provide an overview of the overall health of the programme.

College Directors of Academic Affairs may be able to assist teams when deciding upon whether to appoint a POE.

Permission to share contact details with a POE will be sought from current examining teams by Secretariat and a statement of consent will be added to appointment agreements for any future examiners.

During the reporting cycle, Secretariat will provide the POE with the relevant reports from the examining team. The POE should contact the other examiners as often as they deem necessary throughout the year in order to effectively carry out their role.

The POE can be contacted by the programme team where decisions/actions that affect the entire programme require input from an examiner. Individual module issues are still to be directed to the subject examiners.

As a result of the additional responsibilities, a POE will receive a fee increase of £200 to be paid on submission of the annual report.

It is important to note that a POE should only be utilised where such oversight would be beneficial to the programme. For those areas that have several external examiner appointments and are satisfied that the entirety of the programme is covered by the examining team, a POE will not be required.

# Nomination of a Programme Oversight Examiner

## External Examiners' Committee

This form must be word-processed



Use this form to nominate an existing external examiner for the role of Programme Oversight Examiner. The completed form should be returned to the appropriate University College Office for submission to the appropriate College Academic Affairs Committee. Following approval it will be forwarded to Secretariat for noting at the next meeting of the External Examiners Committee. **Please complete all sections.** If a section is not applicable, write N/A. Further guidance can be obtained from Chloe Bowman on 01522 886498, email: cbowman@lincoln.ac.uk.

This form will be returned if not adequately completed.

1. Name of University School or Partner Institution Responsible:		
2. Full name of Examiner:		
3. Modules currently examined: (please specify)		
4. Programme to be examined:		
5. Number of external examiner reports to review:		
6. Current Post: (Please ensure these details update information given on the original nomination form, if necessary. If the Examiner has retired please give details of his/her last post)	Present (last) position and place of work:	Current address for correspondence:
	Email:	Email:
	Telephone:	Telephone:
7. Rationale for appointing a POE to this Programme:		
8. Rationale for nominating this examiner:		
<b>9. Authorisation</b>		
Submitted by (please print)	Name:	Position/Title:
<b>Confirmation of support by Head of School</b>		

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Support of Head of School	Name:	Date:
	Signature:	

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**FOR USE BY COLLEGE ACADEMIC AFFAIRS COMMITTEE (OR RELEVANT DELEGATED BODY)**

**College Academic Affairs Committee approval**

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Date of College Academic Affairs Committee:	
Chair of College AAC signature:	

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**NOTED AT EXTERNAL EXAMINERS' COMMITTEE**

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Date of External Examiners' Committee:	
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The University of Lincoln is registered as a Data Controller with the Office of the Information Commissioner. The information on this form will be disclosed to the College Academic Affairs Committee for agreement and to the External Examiners Committee for approval. Personal data is stored and processed securely by the University under the requirements of the Data Protection Act 1998. Unsuccessful applicants' details will be securely destroyed within one year after submission to the External Examiners Committee.