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| **External Examiner Confirmation of Endorsement of Assessment Process** |

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| **Section 1: for completion by the Secretary of the Assessment Board** | | | | |
| **HE School:** |  | | | |
| **Title of Board:** |  | | | |
| **Date of Board:** |  | | | |
| **Chair of Board:** |  | | | |
| **Secretary of Board:** |  | | | |
| **Name of External Examiner:** |  | | | |
| **Name of Programme** |  | | | |
| **Was the External Examiner Present at the Board?** | **YES** | 🞏 | **NO** | 🞏 |
| If **YES**, the External Examiner to complete and sign **Section 2 below** | | If **NO**, the External Examiner to complete and sign **Section 3 below** | |
| **Section 2: for completion by the External Examiner if PRESENT at the Board** | | | | |
| **I confirm that I was present at this Assessment Board and I was involved in the decisions made and endorse those decisions** | | | | |
| **External Examiner Signature** | | | **Date:** | |
| **Section 3: for completion by the External Examiner if ABSENT from the Board** | | | | |
| **I confirm that I was not present at this Assessment Board but I was consulted about the decisions made and endorse those decisions** | | | | |
| **External Examiner Signature** | | | **Date:** | |

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| **Guidance on completing this form:** | |
| **Section 1** | Board Secretary to complete Section 1 |
| **Section 2** | If the External Examiner is present at the Module/Progression/Award Assessment Board, the board secretary must provide **all** External Examiners with a copy of this form for signature in Section 2 immediately after the Assessment Board |
| **Section 3** | If the External Examiner is absent, the External Examiner should be sent the form for confirmation and signature in Section 3, and requested to return this to the board secretary. An email confirming their endorsement of the decisions may be attached to this form in lieu of signature |
|  | All completed and signed forms must be retained by the School as part of the Assessment Board record |