How to make a nomination for a new External Examiner (by academic department representative)

1. Getting into the External Examiners in SITS:eVision
   - Open eVision on the following link: [http://warwick.ac.uk/evision](http://warwick.ac.uk/evision)
     
     If you are already logged in on the University Intranet Insite, you will directly access the homepage in eVision. Otherwise you will have to log in with your IT logins. Once the homepage appears, select the tab ‘External Examiners New’.

   ➢ Click on the green ‘Create new nomination’ button

2. Making a nomination for a new External Examiner
   ➢ You will be redirected to the nomination form which will appear on the following screen:

   A: Personal Details of Nominee
Please enter information in all the pink sections indicated by an * which are compulsory.
Please note that you can use a drop down menu for the title box indicated by a down arrow in the right hand corner.
Please note that we will need the Date of Birth for each nomination as this is a systems requirement used to authenticate the External Examiner once approved to enable them to submit their External Examiners’ reports.
At the bottom, please enter the institution where the External Examiner is based by typing the name of the institution in the box and then select the correct institution as it appears on the list and press enter.
The next section of the form asks you to identify the course to which the External Examiner should be appointed to:

B:

In the box called ‘Course Department’ select the department at the University of Warwick to which the External Examiner should be appointed to from the dropdown list.
Click on the blue button ‘Display Courses’ so it builds the relevant dropdown for ‘Courses’. When you right click in the ‘Courses’ field, the dropdown appears. Select all the courses which the External Examiner will be examining one by one, until all the courses appear in the Courses field.
If applicable, provide details of current additional External Examiners’ appointment(s) in other UK HEIs:

C:

Start typing the name of the institution where your proposed new External Examiner is currently acting as an External Examiner and once the name of this institution appears, click on the name. Next, enter the date when the appointment is expected to end.
In the box degree courses, type the name of the degree courses which the External Examiner is currently examining at the other HEI in the UK.
In the next section, please enter the address details of the External Examiner, noting that all the boxes indicated with an * are compulsory:

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postcode</td>
<td>Postcode</td>
</tr>
<tr>
<td>Address Line 1*</td>
<td>Address Line 1</td>
</tr>
<tr>
<td>Address Line 2</td>
<td>Address Line 2</td>
</tr>
<tr>
<td>Address Line 3</td>
<td>Address Line 3</td>
</tr>
<tr>
<td>Address Line 4</td>
<td>Address Line 4</td>
</tr>
<tr>
<td>Primary Telephone Number*</td>
<td>Primary Telephone Number</td>
</tr>
<tr>
<td>Alternate Telephone Number</td>
<td>Alternate Telephone Number</td>
</tr>
<tr>
<td>Email Address*</td>
<td>Email Address</td>
</tr>
</tbody>
</table>

In the next section, you are required to upload a Curriculum Vitae of the nominee:

Click on ‘Browse My Computer’, attach the relevant file, enter the name of the document in the box called ‘Name’ and click the blue ‘Upload’ button next to ‘Browse My Computer’.

You should then see a message next to ‘File Status’ which says that the file has been successfully uploaded.

If the nomination is replacing an existing External Examiner in your department whose full term has not yet expired, please confirm the External Examiner who is being replaced:

Click on ‘List’ and click on box called “Retrieve first 1000”
External Examiners Development
Academic Departments – Making a new nomination for an External Examiner

- In the search box in the top right corner, please type the name of the External Examiner who is being replaced and select the relevant name from the list which appears below by clicking the blue ‘Select’ button next to the name on the right side of the page.

You will be taken back to the screen shown under F above.

- The next screen gives you the opportunity to enter any additional special comments which you may wish to draw to the attention of the nominations committee, just enter the text and press return.

H:

I: Nomination Info

- The next screen asks you to enter the nomination information. The ‘Owning Department’ will be prepopulated as your own department as it links to your PRS record. You only need to enter the start date of the new External Examiners’ nomination and the other four boxes will be prepopulated using the start date of the new nomination.

- Please note that the start date of the new nomination should always be the 1 August of the academic year when the new external examiner starts their new appointment, even if on some occasions, the appointment is submitted after the 1 August of the relevant year of study. This is important as all other dates default to the correct dates based on a 1 August start date, e.g. the annual review date of an appointment and the report due dates. You can see from this screenshot that the first report from an ug external examiner is due on the 31 July 2019 and from a pgt external examiner on the 31 December 2019 if the external examiner starts their appointment on 1 August 2018.

- Although External Examiners are appointed for a four year period, you can also see that there will be a review date of the appointment in a year’s time when you will be asked on an annual basis if you wish for this appointment to be renewed.
J:

- The next screen asks you to confirm that the proposed appointment is in line with criteria for new External Examiners’ appointments. To see the criteria, please click on the blue ‘Appendix A’ box and you can see the full text. Press the ‘Close’ button on the bottom right hand of the screen and you will return to screen I as above. Once you are happy that the proposed appointment meets the criteria as set out in Appendix A, please click the box next to the ‘I have read and accept that the proposed appointment does comply with the criteria set out in this Appendix A*. Once you are happy with all the information which you have entered into the system about the proposed External Examiner’s appointment, click the blue ‘Submit’ button. You should then be redirected to screen informing you that your submission has been successful and will be processed in due course, this screen allows you to exit the nominations system and this is the end of the task for you.

- The nomination is then forwarded to the nominations committee for review and approval.
- Should any further information be required from you, you will receive an e-mail.
- Following consideration of your nomination, you will be e-mailed if the proposed appointment has been approved or rejected.
- If the appointment is approved the proposed External Examiner will receive an e-mail confirming their appointment as External Examiner at the University of Warwick.
- If the appointment is rejected, no e-mail will be sent to the proposed External Examiner, but you will be expected to relay the information to the proposed External Examiner explaining the reasons for the rejection.