**Institute Confirmation Checklist of GA15 Module External Examiner Agreements**

The Institute has endorsed the GA15 Agreements and therefore verifies that each GA15 Agreement confirms the following:

* the details of Institute/Academic Discipline/Programme titles/name of External Examiner/Collaborative Partners/University delivery locations;
* the modules which will be reviewed in the Academic Year xxxx-xxxx (*insert dates*) by each External Examiner;
* the assessment tasks that will be considered for these modules;
* how the sample for moderation of these modules will be defined;
* information required for the annual calculation of the EE fee (including any additional iterations of delivery as applicable);
* the signed agreements of the Programme Manager, Assistant Dean/Academic Director, and Module External Examiner.

The Institute therefore submits the GA15 Agreements to the Academic Office for ASC/ASC Chair’s Action approval:

Signed…………………………………………………….(Assistant Dean)

Institute Name ……………………………………………

Date ………………………………………………………..