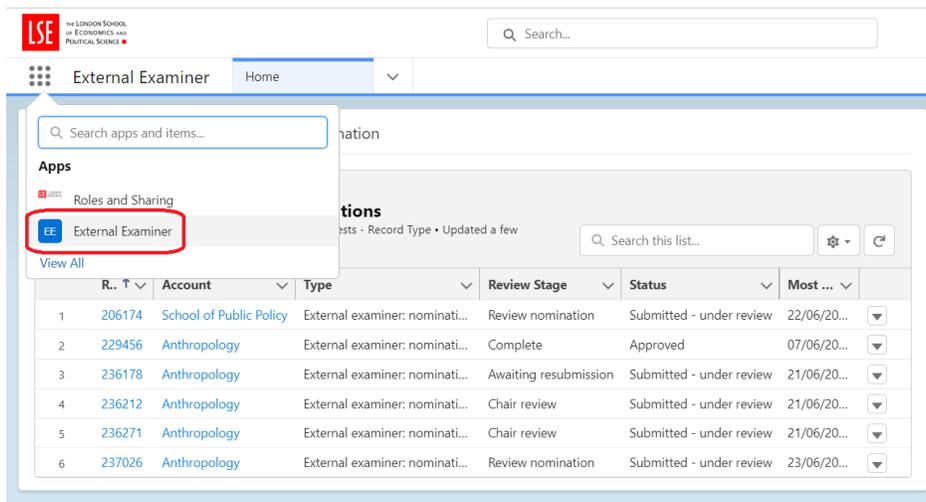


To include:

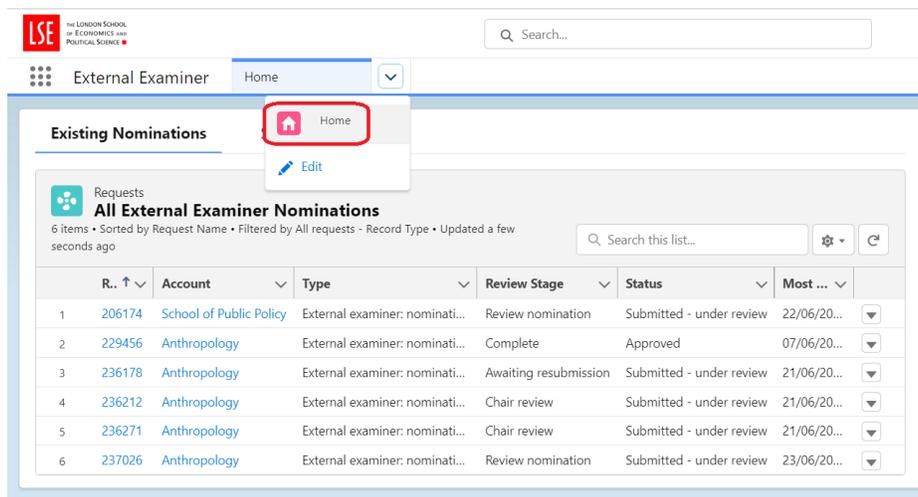
- [Log into Salesforce and accessing the nominations form](#)
- [Submit a new nomination](#)
- [View or edit an existing nomination](#)

Log into Salesforce and accessing the nominations form

1. Log into Salesforce
 - 1.1. Select this link: <https://lse360.my.salesforce.com/>
 - 1.2. Select "Log in using LSE staff login"
 - 1.3. Pick your account
 - 1.4. Enter your main LSE account password
 - 1.5. Approve the sign-in request on your Microsoft Authenticator app by entering the number on the screen
2. If you are not automatically taken to the External Examiner app, select the app launcher – the 9-dot symbol near the top left of the screen: 
3. Select or search for External Examiner (circled in red).



4. Once in the External Examiner app, navigate to the Home screen. You might need to select "Home" (circled in red) from the drop-down list next to the External Examiner app tab along the top of the screen.



How to submit a new nomination

1. [Log into Salesforce and access the nominations form](#)
2. Select the tab 'Start nomination' (circled in red).
3. Enter the email address of the person you wish to nominate. Take care to spell the email address correctly.
4. Select the department for which you wish to make a nomination. If the correct department isn't included in the available list, contact tqaro.external.examiners@lse.ac.uk.
5. If the information is complete, select "Next".

The screenshot shows the LSE External Examiner nomination form. At the top left is the LSE logo (London School of Economics and Political Science). A search bar is located at the top right. Below the logo is a navigation menu with 'External Examiner' and 'Home' tabs. The 'Start Nomination' tab is highlighted with a red circle. The main content area is titled 'Existing Nominations' and contains the following sections:

- External examiner nomination**
 - Enter the external examiners' work email address to begin the nomination process. The email address will be checked against existing examiner records for previous affiliation with LSE.
 - * Enter an email address:
- Please confirm the department for which you wish to make a nomination**
 - If the correct department is not listed here please contact tqaro.external.examiners@lse.ac.uk for advice.
 - Showing 1 of 1 item • 1 item selected
 - Department** dropdown menu with 'Department of Anthropology' selected.

At the bottom right of the form is a blue 'Next' button. There is a small error message 'javascript:void(0);' at the bottom left of the form area.

5.1. If a nomination linked to that email address **isn't** already in Salesforce you will see the screen below.

Existing Nominations **Start Nomination**

External examiner nomination

Nominee's personal details

Work email address: test@testtest.com

Title
--None--

* First name

* Last name

Section 1 of 6

Previous Next

5.2. If a nomination linked to that email address **is** already in Salesforce you will see the screen below. If you continue to fill out the form you will submit a **new nomination**. If you would like to **edit** an existing nomination instead of submitting a new one, follow [these steps](#).

Existing Nominations **Start Nomination**

External examiner nomination

Nominee's personal details

Work email address: example@testaddress.com

Title:

First name: Rahima

Last name: Test User

Section 1 of 6

Previous Next

6. Enter the personal details of the nominee, making sure to spell their name with the correct spelling and grammar: don't enter all uppercase or lowercase letters. The names entered here may be used in communications with External Examiners so it's important that the information is correct.
7. To edit information on a previous page, you can select "Previous" but only if you have completed all the required fields on the current page.
8. If the information is complete, select "Next".

The screenshot shows the LSE External Examiner nomination form. At the top, there is the LSE logo and a search bar. Below the logo, there are navigation links for "External Examiner" and "Home". The main content area is titled "Existing Nominations" and "Start Nomination". Under "Start Nomination", there is a section for "External examiner nomination" and "Nominee's personal details". The "Work email address" is pre-filled as "example@testaddress.com". The "Title" field is a dropdown menu with "--None--" selected. Below the title field are two text input fields for "First name" and "Last name". At the bottom of the form, there are "Previous" and "Next" buttons. The text "Section 1 of 6" is visible at the bottom left of the form area.

9. Type their current employer into the relevant field. Their employer should appear from a selection of options which appears automatically. If the correct option isn't included in the available list, contact tqaro.external.examiners@lse.ac.uk.
10. Enter their job title.
11. From this page forward you will have the option to "**Save and exit**". You may pause the nomination and come back to it later by clicking this button. When you're ready to return to the nomination, follow [these instructions](#).
12. If the information is complete and you would like to move onto the next stage, select "Next".

The screenshot shows the LSE External Examiner nomination form, Section 2 of 6: "Nominee's employer details". The form is titled "External examiner nomination" and "Nominee's employer details". The "Current employer" field is a text input box with "edinburgh" entered. Below the input box, a list of suggestions is displayed: "Heriot-Watt University, Edinburgh", "University of Edinburgh", "Edinburgh Napier University", "Edinburgh Academy, UK", and "Edinburgh College of Art, UK". The "University of Edinburgh" option is highlighted. At the bottom of the form, there are "Previous" and "Next" buttons. The text "Section 2 of 6" is visible at the bottom left of the form area.

13. Beginning with their current role, click “+ ADD” to add details of the EE’s teaching experience. You can add up to five entries.
14. **Please note** that it isn’t possible to edit an entry once it has been submitted: it must be deleted and re-added.
15. If the information is complete, select “Next”.

External examiner nomination

Nominee's previous teaching experience

Please provide details of the nominee's relevant teaching experience in the past 5-10 years.

You may enter up to 5, including their current role.

After inputting the details of each role, click Add before proceeding. When you have finished, click Next.

Employer
University of Edinburgh

Role
Professor of Anthropology

From
30 May 2023

To
10 Jun 2023

Brief description of post

16. If the nominee doesn't have any previous experience of external examining, select “No”.
17. If the nominee does have previous experience, select “Yes”. Further questions will appear.
 - 17.1. Click “+ ADD” to add their previous experience, making sure to input the name of the institution correctly and use the same date formatting as indicated by the form (e.g. 2021/22).
 - 17.2. After you have added one entry, you'll be given the option to upload the nominee's CV. Accepted formats include PDF, DOC or DOCX. You can choose whether you would like to do this or to add further entries to the form.
18. If the information is complete, select “Next”.

Experience added

Showing 1 of 1 item

Experience details

Institution: University of Manchester
 From: 2014/5 - Year **To:** 2022/3 - Year
Programme/course details: Anthropology BSc

Examining experience cannot be edited once added. If changes are required, select the item and delete it.

If you would like to upload a copy of the nominee's CV, please do so here

[Upload Files](#) Or drop files

Section 2 of 6

[Previous](#) [Save and exit](#) [Next](#)

19. Add the academic year for which the nominee is to begin their role in the date format indicated by the prompt (e.g. 2022/3, 2023/4).
20. Select whether you are the exam sub-board chair responsible for this external examiner.
 - 20.1. If **no**, you can search for the name of the staff member who is the exam sub-board chair, using either their first name, last name or email. Their name should appear from a list. A contact list of all sub-board chairs can also be found [on the LSE website](#). If their name does not appear, contact tqaro.external.examiners@lse.ac.uk.
21. Select whether they will be an undergraduate or postgraduate external examiner. Please note that you can't submit one nomination for an individual who may act as both an undergraduate and postgraduate examiner. You will need to submit **two separate nominations**: one for their undergraduate role and one for their postgraduate role.
22. If the information is complete, select "Next".

The screenshot shows the LSE External Examiner nomination form. The form is titled "External examiner nomination" and is part of a "Start Nomination" process. The form includes the following fields and options:

- Department:** Anthropology
- Academic year for which the nominee is to begin their role (e.g. 2023/4):** 2023/4
- Are you the exam sub-board chair responsible for this external examiner?**
 - Yes
 - No
- Search for, then select the exam sub-board Chair:** Thomas HEWLETT
- Will the nominee be an undergraduate or postgraduate external examiner?**
 - Undergraduate
 - Postgraduate

The form is on Section 3 of 6.

23. Confirm whether the nominee will be in the UK (England, Northern Ireland, Scotland or Wales) when completing their work.
 - 23.1. If no, type the country where they will be: the correct option should appear as you type.
24. There follows a series of questions asking whether the nominee meets the eligibility criteria to be an External Examiner.
 - 24.1. If the nominee meets a criterion, no further information will be required.
 - 24.2. If the nominee does not meet a criterion, a text box will appear asking for further information. On submission, this information will be reviewed by the Chair or Deputy Chair or the relevant board: either the Undergraduate Studies Sub-Committee or Graduate Studies Sub-Committee. For outcomes on submission see step 37.

25. On completion of the eligibility criteria you will be given one of two options, both relating to the approval of the Examination Sub-Board Chair:

25.1. **If the nominee meets all eligibility criteria**, you will see the required tick box “I can confirm that the nomination of this External Examiner meets the above eligibility criteria and has been approved by the relevant Examination Sub-Board Chair.”

I can confirm that the nomination of this External Examiner meets the above eligibility criteria and has been approved by the relevant Examination Sub-Board Chair.

Section 4 of 6

Previous Save and exit Next

25.2. **If the nominee requires an exemption**, you will see the required tick box “I can confirm that the request for an exemption to nominate the External Examiner has been approved by the relevant Examination Sub-Board Chair.”

26. If the information is complete, select “Next”.

Will the nominee be asked to act for more than one Sub-board of Examiners of the School at any one time?

Yes
 No

According to your responses about the nominee's experience, further detail is required. Please provide additional information about the rationale for making this nomination when this eligibility criterion has not been met. The relevant Sub-Committee Chair will be asked to consider the details of specific cases based on the information you provide.

Yes, they will be acting on two boards due to emergency unforeseen circumstances

I can confirm that the request for an exemption to nominate the External Examiner has been approved by the relevant Examination Sub-Board Chair.

Section 4 of 6

Previous Save and exit Next

27. For nominees scrutinising **undergraduate** courses and/or programmes:

27.1. Select course(s) for which the nominee will be responsible. If any course does not appear, please contact tqaro.external.examiners@lse.ac.uk.

27.2. If the nominee will be responsible for programme(s) as well as or instead of courses, select the “Select programmes” tick box.

External Examiner Home

Existing Nominations Start Nomination

External examiner nomination

Programme details

Programmes for which the nominee will be responsible

Showing 6 of 6 items • 3 items selected

Programme name	Programme code
<input checked="" type="checkbox"/> BA in Anthropology and Law	UBANLL2
<input checked="" type="checkbox"/> BA in Social Anthropology	UBANA2
<input checked="" type="checkbox"/> BSc in Social Anthropology	UBANS2
<input type="checkbox"/> Exchange Programme for Students in Anthropology (Fudan)	UOEXAN2
<input type="checkbox"/> Exchange Programme for Students in Anthropology (Melbourne)	UOEXAN1
<input type="checkbox"/> Exchange Programme for Students in Anthropology (Tokyo)	UOEXAN3

Section 5 of 6

Previous Next

28. Select programme(s) for which the nominee will be responsible. If any programme does not appear, please contact tqaro.external.examiners@lse.ac.uk.
29. For nominees scrutinising **postgraduate** courses and/or programmes:
 - 29.1. Select programme(s) for which the nominee will be responsible. If any programme does not appear, please contact tqaro.external.examiners@lse.ac.uk.
 - 29.2. If the nominee will be responsible for course(s) as well as or instead of programmes, select the "Select courses" tick box.
30. Select course(s) for which the nominee will be responsible. If the course does not appear, please contact tqaro.external.examiners@lse.ac.uk.
31. If the information is complete, select "Next".

The screenshot shows the 'External examiner nomination' form. Under 'Programme details', there is a table titled 'Programmes for which the nominee will be responsible'. It shows 6 items with 3 selected. The selected items are:

Programme name	Programme code
<input checked="" type="checkbox"/> BA in Anthropology and Law	UBANLL2
<input checked="" type="checkbox"/> BA in Social Anthropology	UBANA2
<input checked="" type="checkbox"/> BSc in Social Anthropology	UBANS2
<input type="checkbox"/> Exchange Programme for Students in Anthropology (Fudan)	UOEXAN2
<input type="checkbox"/> Exchange Programme for Students in Anthropology (Melbourne)	UOEXAN1
<input type="checkbox"/> Exchange Programme for Students in Anthropology (Tokyo)	UOEXAN3

At the bottom right, there are 'Previous' and 'Next' buttons.

32. Verify whether the course and/or programme selections are correct.
33. If the information is correct and you would like to move onto the next stage, select "Next".

The screenshot shows the 'External examiner nomination' form at the confirmation stage. It asks the user to confirm the following programme and/or course selections or go back to amend:

Programmes

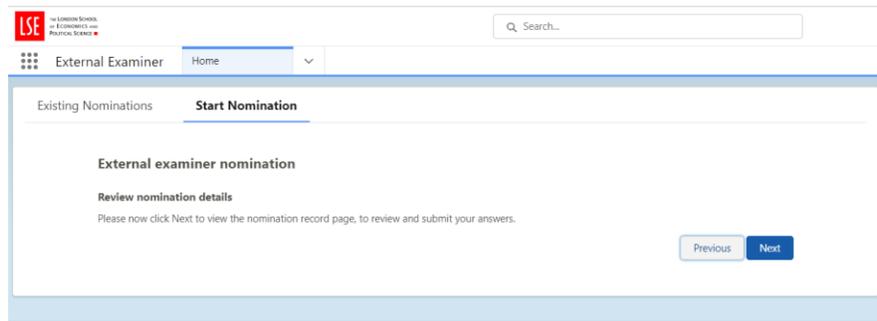
- UBANLL2 - BA in Anthropology and Law
- UBANA2 - BA in Social Anthropology
- UBANS2 - BSc in Social Anthropology

Courses

- AN100 - Being Human: Contemporary Themes in Social Anthropology
- AN100GC - Introduction to Social Anthropology (Spring Semester)
- AN101 - A History of Anthropological Theory
- AN102 - Ethnography through Mixed Media
- AN1E0 - Being Human: Contemporary Themes in Social Anthropology (Anthropology Exchanges)

At the bottom right, there are 'Previous', 'Save and exit', and 'Next' buttons.

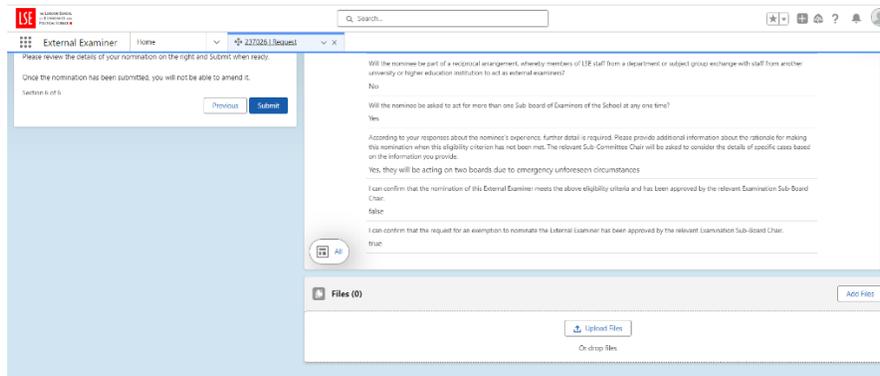
34. Select next to review responses.



35. Review submission details. Please note that the nomination **has not yet been submitted** and this is just a review page.

35.1. If nomination details require changing, use the menu on the left-hand side of the screen to navigate to the relevant page and edit the information.

36. Once you are happy that all information is complete and correct, select "Submit" on the left-hand menu.



37. If the nomination has been successfully submitted, you will see text saying "Nomination complete".

38. You won't receive an email to confirm that it has been submitted.

39. Once a nomination is submitted for review, it's not possible to go back and make any edits until it has been reviewed. If you would like to make any changes to a nomination at this stage, contact tqaro.external.examiners@lse.ac.uk.

40. Your nomination will now be reviewed by TQARO. It may be referred to the relevant sub-bord Chair or Deputy Chair for review.

41. You'll receive updates on the progress and outcome of the nomination via email.

View or edit an existing nomination

You may need to update or change details on an existing nomination. If this is the case, you will receive an email with the comments from either TQARO or the Chair Reviewer. You can log into Salesforce and make the changes directly on the nomination form.

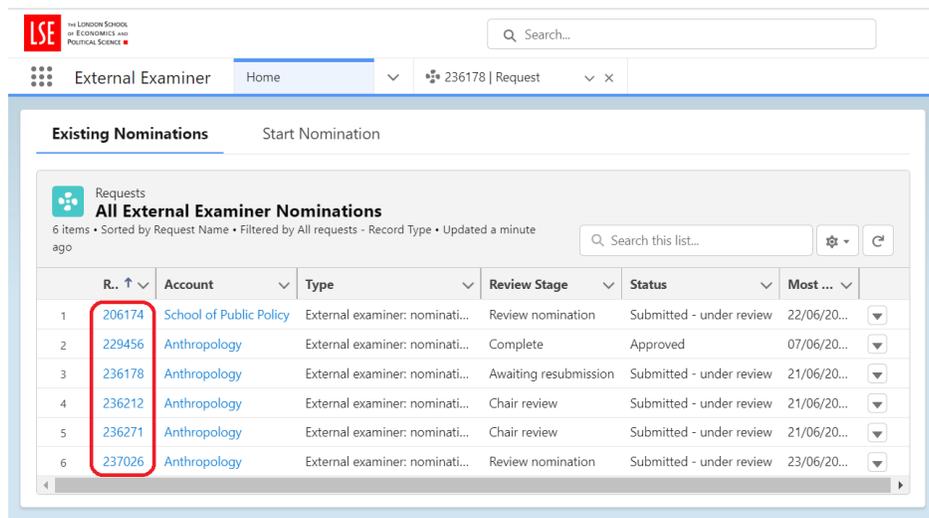
If you have any questions about the comments, email tqaro.external.examiners@lse.ac.uk.

View the nomination by clicking the link in your email

1. You will receive an email from "LSE ARD Systems Do Not Reply", titled "External Examiner Nomination".
2. Click the link "**log in here**" in the email.
3. If you aren't already logged into Salesforce, you'll be taken to a Salesforce log in page.
 - 3.1. Select "Log in using LSE staff login"
 - 3.2. Pick your account
 - 3.3. Enter your main LSE account password
 - 3.4. Approve the sign-in request on your Microsoft Authenticator app by entering the number on the screen
4. You should be redirected to the nomination request itself. Go to step 8.

View the nomination by logging in

5. [Log into Salesforce](#) and access the nominations form
6. The relevant nomination should appear in the panel 'Existing nomination'. If you have just finished your nomination and would like to view the entry, you may need to refresh your browser.
7. Select the relevant nomination by clicking the case number under the column "Request Name".



R. ↑ ↓	Account	Type	Review Stage	Status	Most ...	
1	206174	School of Public Policy	External examiner: nominati...	Review nomination	Submitted - under review	22/06/20...
2	229456	Anthropology	External examiner: nominati...	Complete	Approved	07/06/20...
3	236178	Anthropology	External examiner: nominati...	Awaiting resubmission	Submitted - under review	21/06/20...
4	236212	Anthropology	External examiner: nominati...	Chair review	Submitted - under review	21/06/20...
5	236271	Anthropology	External examiner: nominati...	Chair review	Submitted - under review	21/06/20...
6	237026	Anthropology	External examiner: nominati...	Review nomination	Submitted - under review	23/06/20...

Edit the nomination

8. You should see any comments from TQARO or the Chair Reviewer at the top of the screen (circled in red).

The screenshot shows the LSE External Examiner portal. At the top, there is a search bar and navigation tabs for 'External Examiner' and 'Home'. Below this, a request summary for 'Request: 236178' is displayed, including details like 'Account: Anthropology', 'Contact: Joseph Bloggs', 'Type: External examiner: nomination', 'Review Stage: Awaiting resubmission', 'Status: Submitted - under review', and 'Most Recent Submission Date: 21/06/2023'.

The 'Previous steps' section shows a table with 2 items. The first item is circled in red and contains the following data:

Owner First Name	Owner Last Name	Comments	Completed Date
	TQARO	Job history dates are incorrect: please review most recent job history and resubmit	Thu, 22 Jun 23, 15:00:48
Emma	Fay	Nomination submitted	Wed, 21 Jun 23, 14:13:36

Below the table, there is a section for 'There are currently no open reviews assigned to you' with a 'Finish' button. To the right, there is a form for 'Internal examining experience' with fields for 'Institution' (Universitat für Bodenkultur Wien), 'From' (2020/1), 'Year To' (2022/3), and 'Programme/course details' (Anthropology). There are also checkboxes for 'Does the nominee have previous experience of external examining?' and 'For the purposes of completing a right to work check, please confirm if the external examiner will be based in the UK (England, Northern Ireland, Scotland or Wales) when carrying out their duties.' A note at the bottom asks to 'Please select the country in which the external examiner will be based while undertaking their duties'.

9. Use the left-hand review panel (circled in red) to navigate between stages of the submission to locate the information which needs updating, and make the required changes.

Request 239583

Account: Anthropology | Contact: test.test | Type: External examiner: nomination | Review Stage: | Status: Incomplete | Most Recent Submission Date:

External examiner nomination

Nominee's employer details

Current employer: University of Edinburgh

Current position: Professor of Anthropology

Section 1 of 6

Next

Does the nominee have knowledge and understanding of current principles and practices in maintaining academic standards, quality assurance and enhancement, and methods of assessment?
Yes

Does the nominee have less than five years' experience of university teaching?
No

Does the nominee replace an external examiner from the same institution?
No

Does the nominee replace an external examiner from the same department of the same institution?
No more than one external examiner should be concurrently appointed from the same department of the same institution.
No

Does the nominee currently hold more than two external examiner appointments concurrently, regardless of the institution?
No

Does the nominee have a close professional, contractual or personal relationship with a student or any member of staff involved with the programme of study or course for which they would have responsibility?

10. When the information is complete, select "Submit" (circled in red).

Request 239583

Account: Anthropology | Contact: test.test | Type: External examiner: nomination | Review Stage: | Status: Incomplete | Most Recent Submission Date:

External examiner nomination

Review nomination details

Please review the details of your nomination on the right and Submit when ready.

Once the nomination has been submitted, you will not be able to amend it.

Section 6 of 6

Previous Submit

Does the nominee have knowledge and understanding of current principles and practices in maintaining academic standards, quality assurance and enhancement, and methods of assessment?
Yes

Does the nominee have less than five years' experience of university teaching?
No

Does the nominee replace an external examiner from the same institution?
No

Does the nominee replace an external examiner from the same department of the same institution?
No more than one external examiner should be concurrently appointed from the same department of the same institution.
No

Does the nominee currently hold more than two external examiner appointments concurrently, regardless of the institution?
No

Does the nominee have a close professional, contractual or personal relationship with a student or any member of staff involved with the programme of study or course for which they would have responsibility?