

## **External Examiners Non-Attendance Form Approval Process** External Examiner **Course Director** ADE **AQSE** PA to AQSE **Exams Office** Sections (B to E), Sign & Date Check Sections Email Course B to E Fill out Section F, Sign & Date APPROVE YES Email AQSE NO AQSE to Check Sections B to F Fill out Section G, Sign and Date Email Course Director Course Director to Check Section F APPROVED Check Section F & Provide YES Amendments Email Exams Office Keep Copy on File NO ADE to Check Email ADE Section G **Email Course Email Course** Director Director **Email External** Check Section G