

External Examiners: Frequently Asked Questions

Where can I find the University's main guidance/procedures document for External Examiners? This is available at:

<https://www.staffnet.manchester.ac.uk/tlso/external-examiners/information-for-external-examiners-/>

Where can I find the latest version of the University's Degree Regulations? These are available at:

<https://www.staffnet.manchester.ac.uk/tlso/policy-guidance/degree-regulations/>

I have been told that I need to access the University's IT systems in order to carry out my work. How do I arrange this?

Guidance on getting access to the University's IT systems is available at:

<https://www.staffnet.manchester.ac.uk/tlso/external-examiners/information-for-external-examiners-/>

When you received your confirmation of acceptance of offer letter you will have been given your unique seven-digit University ID number, which you will need to set up your central University account. Please note that our central IT services need 48 hours to make your account operational so you should ensure that you have set it up in good time to access the online material that you will be asked to look at.

I now have access to the central IT system – what happens next?

Your School or programme team will contact you to let you know what, if any, duties they would like you to carry out online, and the levels of access that you will need in order to do this. The level of access may be full, partial, and it may include access to Turnitin as well as Blackboard. In some Schools online access for External Examiners may not be considered necessary. Schools will be able to answer any questions that you may have about specific content on Blackboard and/or Turnitin and how to access it.

I need to stay overnight while I'm in Manchester carrying out my duties. How do I go about arranging this?

You should contact the School responsible for the subject(s)/programme(s) you are examining. They will be happy to book and arrange payment for any overnight accommodation normally using one of the University's preferred hotels where we receive special rates.

Where can I find the blank template for the annual report that I need to complete, and when do I need to return it? The blank template for the report is available at:

<https://www.staffnet.manchester.ac.uk/tlso/external-examiners/information-for-external-examiners-/>

You should complete and return your report (by e-mail to **external.examiners@manchester.ac.uk**) no later than four weeks after the meeting of the final examination board in each year of your appointment.

How do I go about claiming my fee?

Providing we have received all of your right to work documentation, payment of your fee will be processed automatically on receipt of your annual report and will be with you as soon as possible. Please note that, as a casual member of University staff, we can only pay fees and expenses into your personal bank account.

How do I go about claiming my expenses?

Your expenses will be processed as soon as possible after receipt. You should use the expenses claim form available at:

<https://www.staffnet.manchester.ac.uk/tlso/external-examiners/information-for-external-examiners-/>

Completed expenses claims forms (along with photographs or scans of all relevant receipts) should be returned by email to:

- external.examiners@manchester.ac.uk

Please do not send your expenses claims to any other address in the University (e.g. Payroll/HR Services) because this will slow down the payment of your claim.

On receipt of your claim form and receipts, we will process and authorise your claim and forward it to our HR Services for payment.

Please do not send expenses claims to any other address in the University (e.g. Payroll) because this will slow down the payment of your claim.

If you are using your car to travel to and from the University, please note that you should have the appropriate car insurance that covers business travel.

Please see below paragraph taken from the University's Financial Procedures document:

'10.27. All staff using their own vehicles for University business purposes must hold a valid driving licence and maintain appropriate insurance cover for business use. Vehicles must be taxed, roadworthy and, where required by law, have a valid MOT certificate. If required, staff shall produce their driving licence, MOT and insurance documents to their line manager to demonstrate compliance with these requirements. The University will not reimburse insurance premiums for business use of vehicles owned by staff, or costs incurred if staff are involved in accidents or breakdowns whilst using their vehicles on University business.'

Don't forget to enclose original copies of all receipts otherwise your payment may be delayed (unless you are making an expense claim whilst we are working remotely due to the Coronavirus outbreak).

Please note that, as a casual member of University staff, we can only pay fees and expenses into your personal bank account, and that the University cannot reimburse first or business class journeys.

How do I go about obtaining a P60?

To obtain a P60 please contact HRServices@manchester.ac.uk ensuring that you have your unique seven-digit University ID number.

I have submitted my annual report, but I don't appear to have received my fee, who should I contact?

On receipt of your External Examiner report and providing we have received all of your right to work documentation, you will be added to the payment sheet that we submit to our HR Services (usually on the 13th of each month). Fee payments are normally paid into bank accounts on the last working day of the month.

If we receive your report and we have not received your right to work documentation, you will be contacted to provide this.

I'd like my fee to be paid in a currency other than pounds sterling. How do I arrange this?

External Examiners based outside of the UK will need to provide their bank name, International Bank Account Number (IBAN) and preferred currency for payment when returning their CAS3 (bank details) form or SWIFT code.

I have a query about the National Employment Savings Trust (NEST) workplace pension scheme that was mentioned in my offer letter. Who should I contact about this?

You should email auto-enrolmentpensions@manchester.ac.uk for any queries related to the NEST pension scheme.

Some of the personal information that I have given you (for example bank details, name) have changed. What should I do?

You should contact external.examiners@manchester.ac.uk and we will let you have the relevant forms to complete and send back to us. If we don't have your most up to date information on file, it will delay our communications with you and may slow down the payment of your annual fee.

A student studying at The University of Manchester has contacted me directly in my capacity as External Examiner to raise a concern. What should I do?

Students are advised that they should not contact External Examiners directly. You should pass the details of their enquiry directly to your programme team, who will address the student's concerns as appropriate and let them know that you are unable to respond personally.

I wish to resign as External Examiner, who do I contact?

Please contact external.examiners@manchester.ac.uk and your resignation will be forwarded to relevant School and Faculty in order for them to seek a replacement.