

External Examiners – interim changes to operational processes during the Coronavirus outbreak

Further to last month's communication from Professor April McMahon (Vice President for Teaching, Learning and Students) regarding the changes that we are making to the way we organise our assessment, including exams and resits in the 2020 summer period; we would like to alert you to some slight interim changes to our operational processes for the work that our External Examiners do whilst we are working remotely.

Our aim, where possible, is to continue with our operational processes and communicate with you as normal so the changes we are making are minimal.

1. Offers of Engagement and Right to Work documents

Any newly appointed External Examiner will be sent their Offer of Engagement information electronically. We ask that on receipt of this you complete the following forms and return them to us electronically to External.Examiners@manchester.ac.uk so that we can fully establish you on the University systems:

- Signature copy of Offer of Engagement letter
- CAS2: Personal details form
- CAS3: Bank details form
- New starter checklist

In addition Our HR Services will also require a verified copy of your passport, in order to adhere to requirements to prove employees' right to work in the UK/EEA. Following the recent guidance from GOV.UK (as of 30th March 2020) you will be asked to forward a scan of the photograph page of your passport to us electronically to External.Examiner@manchester.ac.uk.

Once we receive this we will contact you to make arrangements for a very brief telecommunications meeting via Skype or Zoom where you will be asked to hold up the original document to the camera so that we check them against the digital copy of the document.

At the end of that meeting we will verify the scanned copy of your passport and forward all of the right to work documentation to our HR Services. We may be required to make provision for additional in-person checks when we are back on campus.

2. Reports and Fees

The University is receiving External Examiner reports in the usual way and the annual report template can be found here:

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

On receipt of your report and providing we have received all of your right to work documentation, we will add you to the monthly payment sheet that we submit to our HR Services for them to process your External Examiner fee. If we have not received our right to work documentation, the information set out in section 1 will apply.

3. Expenses

As we are currently working remotely we are not able to process any External Examiner expenses claims in the usual way (claim form with original receipts attached).

We ask that if you do have an expense claim that you complete the External Examiner expenses claim form and return this to us electronically to External.Examiners@manchester.ac.uk along with a photograph or scan of your receipts. On receipt of this we will process and authorise this and forward it to our HR Services for payment:

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

You should continue to direct all queries to External.Examiners@manchester.ac.uk as normal.