

LEAP External Examiner: Frequently Asked Questions (FAQs)

Where can I find the University's main guidance/procedures document for LEAP External Examiners?

This is available at: <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=30125>

Where can I find the latest version of the UK Professional Standards Framework (UKPSF)?

These are available at: <https://www.advance-he.ac.uk/knowledge-hub/uk-professional-standards-framework-ukpsf>

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 administration team responsible for the subject(s)/programme(s) you are examining. They will be happy to book and arrange any overnight accommodation on your behalf. The contact email for the LEAP administration team is leap.cpd@manchester.ac.uk.

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 LEAP External Examiner Report form is available for you to complete at: <https://bit.ly/2THs2CV>

You should complete your report online 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?

Payment of your fee will be processed automatically on receipt of your annual report form 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: <http://documents.manchester.ac.uk/display.aspx?DocID=8287>

Guidance on completing the expenses form is available at:

<http://documents.manchester.ac.uk/display.aspx?DocID=28615>

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

(<http://documents.manchester.ac.uk/display.aspx?DocID=1742>)

'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. 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.

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

LEAP 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 current information on file it will delay our communications with you and may slow down the payment of your annual fee.

A participant registered on the programme has contacted me directly in my capacity as LEAP External Examiner to raise a concern. What should I do?

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