

# External Examiners: Frequently Asked Questions

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

The [Guidance on External Examiner Procedures](#) document provides a detailed explanation of the role and processes involved for both staff and External Examiners for undergraduate and postgraduate taught programmes.

Details regarding annual reports and expenses claim forms can be found on the External Examiner website. Please email [external.examiners@manchester.ac.uk](mailto:external.examiners@manchester.ac.uk) if have further queries that are not answered in the sources provided above.

## **Where can I find the latest version of the University's Degree Regulations?**

The latest version of the University's Degree Regulations is available on the TLD's Policy website: <https://www.staffnet.manchester.ac.uk/tlso/policy-guidance/policy-themes/degree-regulations/>

## **I have been asked for a CAS1 Reference number, but I have not been provided with one. What should I fill in here?**

The CAS1 number is not necessary for External Examiner appointments so it may be left blank on the CAS2 & CAS3 forms.

## **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?**

This [step-by-step guide](#) provides guidance on getting access to the University's IT systems.

Within the Acceptance of Engagement letter received there was a bespoke seven-digit University ID number. This is needed to set up your central University account.

Please note that the University's central IT services need 48 hours to make your account operational so please 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?**

Please 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?**

There are three different versions of the report form, depending on the type of External Examiner role undertaken, identified in the Offer of Engagement and Acceptance letters.

Please complete only the relevant form:

[Programme Examiner \(2024\)](#)

[Subject Examiner \(2024\)](#)

[Combined Programme and Subject Examiner \(2024\)](#)

If External Examiners require copies of previous academic year reports or are unsure of which report form to complete, please [contact external.examiners@manchester.ac.uk](mailto:external.examiners@manchester.ac.uk). External Examiners should complete and return an annual report form no later than four weeks after the final Award Examination Board (or local equivalent) meeting has taken place. The report should be returned to [external.examiners@manchester.ac.uk](mailto:external.examiners@manchester.ac.uk).

Upon receipt of the report, the annual payment will be processed. There is no requirement to request this payment via an expenses form. The reports will be circulated to Faculty and Schools by the External Examiner team.

## **How do I go about claiming my fee?**

Payment of your fee will be automatically processed upon receipt of your annual report and will be with you as soon as possible. Please ensure that the bank details provided in your right to work documentation remains accurate, if not this will result in delays in your payments. Please note that you do not need to submit an expense claim for your fee.

## **How do I go about claiming my expenses?**

External Examiners must submit a [PR9](#), a bespoke External Examiner expense claim, to be reimbursed for any travel or sustenance costs incurred through their role. This is typically incurred during the completion of the final exam board.

Please return the claim with original itemised receipts for each expense to [external.examiner@manchester.ac.uk](mailto:external.examiner@manchester.ac.uk). Upon receipt, the claim will be processed, authorised and sent to our expenses department for payment.

Accommodation or flights should be arranged through the school and will not be reimbursed via the External Examiner claim form. Expenses can only be paid into your personal bank account, and the University cannot reimburse first or business class journeys. Please see the University's [Guidance on expenses](#) to see further details on what is included.

*An expense claim form is not required to claim annual payment. This will be paid automatically on receipt of annual report.*

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.

## **How do I go about obtaining a P60?**

To obtain a P60 please contact [payroll@manchester.ac.uk](mailto:payroll@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?**

Please ensure that you have submitted all your right to work documentation and that your bank details provided on CAS 3 are up to date. Upon receipt of your External Examiner report we will add you to the next available payroll with fee payments normally paid into bank accounts on the last working day of the month. These paysheets are sent mid-month, so it may be that your fee has been allocated for the following month's payroll. If your right to work documentation is all accurate and you have not received it by the end of the 2<sup>nd</sup> month, please contact [external.examiners@manchester.ac.uk](mailto:external.examiners@manchester.ac.uk) and we will investigate with our Payroll team.

Please be advised that your fee is **before deduction of Income Tax and National Insurance** which are applied automatically. Any queries regarding these deductions should be directed to HMRC.

**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 [pensions@manchester.ac.uk](mailto:pensions@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?**

To update personal information please contact [external.examiners@manchester.ac.uk](mailto:external.examiners@manchester.ac.uk) and provide what information you would like to update. We will provide you with 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](mailto:external.examiners@manchester.ac.uk) and your resignation will be forwarded to the relevant School and Faculty for them to seek a replacement. We request that a notice of 4 months is served.