



# External Examiner Fees and Expenses Policy

## Fees

External examiners are paid an annual fee of approximately £604.40 based on the time allocations defined below plus reimbursement of expenses, as appropriate. Total fees may vary slightly dependent on the size of the provision covered by an External Examiner. The production and submission of the annual report is paid at a higher rate of £200 for the full 7.5 hours work. All fees are claimed through the claim form/online system (tbc) when work is completed throughout the academic year, please liaise with the Academic Quality Officer to ensure you are set up on the system.

The table below shows the typical duties an external examiner may undertake, and the approximate hours allocated for each activity:

<i>Activity</i>	<i>No days</i>	<i>No decimal hrs</i>	<i>Total</i>
<i>Moderation</i>	<i>2.0</i>	<i>15</i>	<i>£202.20</i>
<i>Attendance at Board</i>	<i>1.0</i>	<i>7.5</i>	<i>£101.10</i>
<i>Report</i>	<i>1.0</i>	<i>7.5</i>	<i>£200.00</i>
<i>Mentoring External Examiners</i>	<i>1.0</i>	<i>7.5</i>	<i>£101.10</i>
<b><i>Total</i></b>	<b><i>5.0</i></b>	<b><i>37.5</i></b>	<b><i>£604.40</i></b>

These figures are correct as of **\*Nov 2023\***.

Any claims that exceed the time allocated for each activity will be reviewed and ascertained by the Head of Academic Governance and Quality Assurance. We regret that travel time to/from Edge Hill may not be claimed.

**Fees and expenses should normally be claimed within 30 days of any external examiner duties undertaken.**

## Annual Reports

- Writing and submission of the annual report is allocated 7.5 hours. This includes all preparatory activity such as the production of interim or module reports completed during the academic session/year.

## Moderation

- External examiners are allocated 15 hours for moderation of assessed work per academic year. This allowance is based on the typical volume of moderation per external examiner which is confirmed by the External Examiners Sub-Committee at the point of engagement.
- If an external examiner accepts additional moderation responsibilities during their engagement which significantly increases their workload, then additional hours can be claimed for. If this is queried by the Head of Academic Governance and Quality Assurance, the department will need to provide evidence of this.
- External examiners may claim hourly for “real-time” moderation activities e.g. live performances, Observed Structural Clinical Examinations and observed teaching practice in schools.
- Where a programme is non-modular, the programme team will review the moderation and assessment workload to ensure that it remains within the workload model.

**Moderation by external examiners should not replicate internal marking and moderation<sup>1</sup>** but rather verify that these are operating fairly and consistently such that there may be confidence that threshold academic standards are being achieved or exceeded by students, and that student outcomes (grades) above threshold are comparable with other providers of similar courses. External examiners are provided with, or have access to<sup>2</sup>, all the internally-moderated work from each module<sup>3</sup> **as the basis to conduct their own sampling** sufficient to establish that, in their expert judgement:

- **Internal moderation, and by extension first marking are broadly effective and results in fair assessment decisions in line with published marking criteria** other than at the boundaries of grade classifications, a difference of opinion with internal markers/moderators of + or – 2 marks will not normally warrant specific comment.
- Assessment feedback is of a high quality and developmental, and is aligned with Intended Learning Outcomes, the marking criteria and the grades awarded to the students.

## Attendance at assessment boards and induction activities

- Attendance at assessment and award boards may be claimed hourly dependant on the precise length of time of the activity.
- External examiners may claim up to 7.5 hours academic year for their attendance at the institutional External Examiners Induction.

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<sup>1</sup> For moderation sample size, please see ‘Marking and Moderating Assessed Work’ [Assessment and Feedback Policy](#), 2023-26)

<sup>2</sup> Including via the Learning Edge Virtual Learning Environment.

<sup>3</sup> Accompanied by the full module marksheet and copies of assignment briefs/ examination papers, including module learning outcomes and assessment criteria. While internally-moderated work is provided to external examiners as a standard sample, other assessed student work may be viewed by them on request.

### **Other duties**

- You may claim up to 7.5 hours per academic year for mentoring a new external examiner at the formal request of the university. You will be notified of this arrangement by the Department.
- Where there are several external examiners covering different aspects of an award, you may be asked to act as the chief external examiner for the programme. You may claim up to 7.5 hours per academic year for this.
- You may claim hourly for any external verification of draft coursework briefs and/or examination papers contributing to a student's final award, typically at FHEQ level 5 and above.
- You may claim hourly providing written comments on proposals for new modules, or module/programme modifications.
- You may claim hourly for the completion of Form A and Form B.
- External examiners of practice-based programmes, typically in Initial Teacher Education are requested to visit placement settings (schools) to meet with students and mentors for which this time is allocated and can be claimed for at the hourly rate.

## Expenses

Edge Hill will reimburse expenditure in accordance with the maximum rates specified below. The university reserves the right to amend or withdraw this policy at any time. All expense claims are subject to the institution's usual audit procedures in accordance with its financial regulations.

***Reimbursement for all expenses will only be paid on production of receipts. If receipts are not attached to the claim form, then this may be queried with the external examiner and payment for this expense may be deducted. Please note that non-itemised receipts or statements are not acceptable as proof of purchase.***

Expenses are paid on the following basis:

### Travel:

- Car

Mileage allowance is paid at 45p per mile. Car parking fees paid during the course of external examiner duties will be reimbursed upon producing proof of purchase.

- Public transport
  - a) Bus and underground fares will be refunded as incurred.
  - b) Standard class rail tickets will be refunded.
  - c) Air travel will be by economy class or equivalent and is authorised where significant savings can be achieved in time. Where a higher class of travel is unavoidable the cost will be met provided this has been cleared with the Academic Quality Officer prior to booking.
- Taxi

Costs will be refunded only where public transport is unavailable or to save time. We would recommend using **Skem Express on 01695 50005** and quote Edge Hill, please keep the receipts and send them to us with the attached form for a refund. Taxis should not be asked to wait whilst external examining duties are undertaken.

### Hotels

- The university has a selection of approved hotels which are used depending on the location of the business activity being undertaken. **Overnight accommodation will be arranged by the Governance, Quality Assurance and Student Casework team on request to [externalexaminers@edgehill.ac.uk](mailto:externalexaminers@edgehill.ac.uk)**. In exceptional cases we may approve examiners to book their own accommodation up to a maximum cost of £100 inclusive of VAT and in such circumstances the Governance, Quality Assurance and Student Casework team should be notified beforehand.
- Edge Hill will directly invoice the hotel for the bed and breakfast rate only. External examiners are required to submit a claim form for any expenses incurred during their stay.

### Subsistence

- The purpose of subsistence payment is to reimburse the extra costs of meals and refreshments whilst undertaking external examiner duties away from home. There is a maximum amount per day that can be claimed, taking into account the circumstances and the amount of hours spent away from home (this includes time spent travelling):
- Where overnight accommodation is booked for that evening, a maximum of £25 per day can be claimed including an evening meal.
- Where overnight accommodation is not booked but time away from the office/home exceeds 5 hours, a maximum of £5 can be claimed.
- Where overnight accommodation is not booked but time away from the office/home exceeds 10 hours, a maximum of £10 can be claimed.
- It is anticipated that during full day visits to Edge Hill, a lunch will be provided.
- **Itemised receipts must be provided** for all claims and reimbursement is for the actual amount spent.
- Alcoholic drinks cannot be claimed for.

*For example, if an examiner travelled to Briars Hall the evening before an assessment board, a maximum claim of £25 could be made for an evening meal at the hotel and refreshments taken during the journey. For the day of the assessment board and subsequent travel home, this would exceed 10 hours and therefore a maximum of £10 could be claimed for subsistence taken during that day.*

### Telephone calls and postage

- Postage incurred as part of external examining duties, including sending right to work documentation, may be claimed on expenses.
- All claims for telephone calls must be supported by an itemised call listing and claims will only apply to work-related calls. When staying overnight, a single telephone call lasting up to 10 minutes may also be claimed.

***Edge Hill reserves the right to withhold payments for claims that significantly exceed to the above.***

## **Submitting fees and expenses claims**

Please note that payment for any duties carried out as an external examiner for Edge Hill University is contingent on the submission of the appropriate fees and expenses claim forms. Fees and expense claims are submitted as they are incurred on a monthly basis.

During the personnel stage of engaging an external examiner, a new payee form is completed to ensure the examiner is registered for payment by the university. **Claims must be submitted on the External Examiner – Fee and Expense Claim form.** After you have received your first payment, please include your pay reference number which can be found on your payslip, on any future forms.

All fee and expense claims including receipts must be submitted on the appropriate form to the Academic Quality Officer in the Governance, Quality Assurance and Student Casework team at Edge Hill University:

Academic Quality Officer  
Student Administration Centre  
Edge Hill University  
St Helens Road  
Ormskirk L39 4QP  
[externalexaminers@edgehill.ac.uk](mailto:externalexaminers@edgehill.ac.uk)

The claim form templates can be found on the External Examiners website at [External examiners - Edge Hill University](#). Upon submission of the annual report via the online system, a copy of the claim form is automatically sent to external examiners to prompt the claim for that portion of your fee. **Please note we can only accept a typed signature if we receive written confirmation that you are happy for us to process the form.**

### **Payment**

All fee claims are subject to tax and National Insurance deductions in line with HMRC requirements. Any fee/expenses that are claimed are paid directly into a building society or bank account on the last working day of the month as detailed on the claim form. To receive payment, claim forms must be received by the Academic Quality Officer prior to the last working day of the previous month e.g. to receive payment on the 28th February 2023, claim forms must be received by the 31st January 2023. Any claims received after the last working day will roll over into the next claim period and be paid the following month. Please note that there may be earlier deadlines in December and July due to Christmas holidays and financial year end.