External Examiners' System – Guidance for External Examiners



- 1. Accessing the system
 - a. Go to http://apps.ncl.ac.uk/examiners
 - b. Enter your email address (this will be the one you use to communicate with your host School at Newcastle University)
 - c. If using the system for the first time, click on 'Password Reminder' to send yourself an email which will reveal your password (NB. use this button also if you lose your password)
 - d. Enter password to log in
 - e. After logging in, you will see 4 tabs along the top of the screen. These are (from I-r) Home; Examiner; Expenses; Reports
- 2. Examiner
 - a. After clicking on the Examiner tab you will see a grid containing your details. You can click on 'Edit Details' to maintain personal information such as your postal address (work and correspondence), email, etc. which will assist Newcastle University in communicating with you promptly
- 3. Expenses
 - a. Go to Expenses tab
 - b. Click on 'view/add expenses claim'
 - c. Enter a description of the activity giving rise to the claim e.g. 'Attendance at Board of Examiners'
 - d. Click 'start new claim'
 - e. Go to relevant claim in the table and click 'add/view expense item'(You can add up to seven items on one claim: if you have more items you can start a new claim.)
 - f. To add an item complete the fields under 'Expenses on selected claim'. Click 'Add expense'. (If, after adding some items, you wish to save the claim form and add to it later, just navigate away from the tab without clicking 'Finish claim': your claim will be saved automatically.)
 - g. When all items have been added click 'Finish claim' then 'Print Claim form'. Once the claim is finished, it cannot be edited.
 - h. Print and sign the completed form and email with original receipts for each item of expenditure to the Examinations Office:

exams@newcastle.ac.uk

If you are an examiner for Newcastle University International Study Centre (formerly INTO) or PARTNERS, do not submit your claim through the database. Expenses are managed and processed by the school, please email the relevant contact for further information:

- Newcastle University International Study Centre (formerly INTO) -<u>ext.examiners@newcastle.ac.uk</u>
- Partners partners@ncl.ac.uk
- 4. Reports
 - a. Click on this tab to see a table of the annual reports that are required from you by Newcastle University. These are listed by academic and year and programme with their due date. From this screen you will be able to track the progress of your report through the University's procedure.
 - b. The table will automatically record the date you submit a report, the date it is released for consideration, the date a response to your report from the Board of Studies is received by EPGS (the

central University department responsible for monitoring the external examining process), and the date your fee is processed. If there is no date visible, the action has not yet taken place.

- c. Click on 'Edit Report' to compile a report online.
- d. Report Section A Your personal details and those of the programme on which you are reporting will appear here automatically.
- e. As a general rule, to proceed and submit the report, you must provide an answer to each question and within each text box of the report in the subsequent sections.
 - I. Yes/No responses only require further open comment follow-up when the answer is No.
 - II. Provide sufficient context and detail in response to open questions. This ensures the School can fully engage with your comment.
 - III. If there are questions that do not apply to you, please note N/A to continue (e.g. question B6).
 - IV. Section E applies only to programmes that are part of a specific Transnational Education offer (at the moment only our Malaysia programmes) and will not be shown if not relevant.
 - V. Section F applies only to programmes that are apprenticeships with credit-bearing End Point Assessment (EPA). It will not be shown if not relevant.
 - VI. The Further Comments box is for voluntary use. You may leave this blank if you prefer.
 - VII. The End of Appointment Overview should be completed by all external examiners whose term of appointment is concluding.
 - VIII. External examiners are asked not to identify individual staff or students by name in their annual report. Any names included in reports may be subject to redaction by the University. Positive comments will not be redacted.
- f. Report Submission page
 - I. to change anything in your report, please click on 'back' to navigate back through the report.
 - II. You can save your report and return to amend it later (Each time you move to the next page your responses are saved by our systems. You will be able to return to review and make changes to your responses until you submit your report.)
 - III. Submit Report this action is final. Once submitted, you cannot return to edit a report.
 - IV. You can download a pdf copy of your report from the Reports tab.

Help

For enquiries or help regarding reports please contact <u>ext.examiners@ncl.ac.uk</u> For enquiries or help regarding expenses and fees contact <u>exams@ncl.ac.uk</u>

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This document is intended for:	External Examiners	
Contact:	education.policy.governance@newcastle.ac.uk	

Version History

Version	Date	Details
1.0	May 2025	Revisions: Sections were updated to be in line with the new external examiner report form.