

Handbook for External Examiners of Taught Programmes



Thank you for agreeing to be an External Examiner at Newcastle University.

This handbook has been developed to provide you with up-to-date information about the University assessment procedures and your role and duties. We hope you find it helpful and would welcome any suggestions you may have on how we might update the contents.

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1. PREPARING FOR YOUR ROLE

The following section outlines the materials that you should expect to receive, both from the University and from the relevant academic unit.

Provided upon appointment, with annual updates if appropriate

From the University Educational Policy and Governance Service (EPGS):

- a. A confirmation email setting out the terms and conditions of appointment, including confirmation of the programme(s) and/or module(s) to which you are appointed;
- b. Links to key information including:
 - [The University Policy and Procedures for External Examiners of Taught Programmes](#)
 - [The University's General Regulations, Regulations for Taught Programmes – Assessment Regulations](#)
 - [University's Academic Queries and Appeals Procedure for Students](#)
 - [Rules for Boards of Examiners](#)
 - [Guidance for Boards of Examiners](#)
 - [The University's Education Strategy](#)
 - [Information for Candidates with Special Requirements in Exams](#)
- c. A virtual institutional briefing/induction in the form of this Handbook for External Examiners of Taught Programmes;
- d. Guidance on using the online External Examiners system for the submission of reports;
- e. Regular updates on institutional assessment policy and procedures to be provided by EPGS.

From the relevant Board of Studies:

- a. External Examiners reports and Board of Studies responses from the previous two years;
- b. The relevant Degree Programme Handbook;
- c. Procedures relating to relevant professional issues, e.g. Fitness to Practise.

Provided annually by the relevant academic unit:

- a. Details of any duties additional to those specified in the [University's Policy and Procedure for External Examiners of Taught Programmes](#)
- b. Examination Conventions relevant to the degree programme;
- c. Any instructions issued to examiners and/or boards of examiners;
- d. Degree programme regulations, programme specifications and programme handbooks (including assessment criteria) for the relevant programme(s);
- e. Information about School moderation and scaling procedures;

- f. A full list of modules, module descriptions, including learning outcomes and assessment methods;
- g. Procedures relating to relevant professional issues, e.g. Fitness to Practise.
- h. Access to programme materials within the Virtual Learning Environment (VLE) used by the school ([Guidance on Canvas is available](#));
- i. Draft assessment types, including examination papers and coursework instruments, and, if appropriate, a description of the marking schemes for each type of assessment, and, if deemed appropriate by the Board of Studies, model answers for assessments.
- j. A selection of assessed student work (to be sent or made available to you). The principles for such selection should be agreed early in the academic year between the Chair of the Board of Examiners and the external examiner;
- k. Samples of Learning Agreements relating to any student placements or - if the placement is for credit- samples of assessed work.
- l. The arrangements, where appropriate, for the selection of candidates for viva voce examinations where the viva is a formal part of the assessment process (taught postgraduate programmes only);
- m. The arrangements for you to be given adequate opportunity to communicate with internal examiners and, where appropriate, others involved in teaching and assessment (such as placement providers/assessors);
- n. Information concerning your authority and role in the Board of Examiners;
- o. Early information concerning the dates and times of Boards of Examiners meetings;
- p. Minutes from meetings of Boards of Examiners which have taken place during the period of your appointment and at which student performance has been considered;
- q. Details of arrangements made, where appropriate, for you to meet with students on the programme (including, wherever possible, those on placements);
- r. By request, statistical reports showing analysis of cohort marks, including Mean, Standard Deviation, Sparkline, Lowest Mark, Lower Quartile, Median, Upper Quartile, and Highest Mark (which the School can generate from the NESS system).

In addition, you will receive a briefing from the Chair of the Board of Examiners and, if appropriate, the Degree Programme Director prior to the Board of Examiners' meeting which will cover all relevant examination conventions.

From the Board of Studies:

Feedback on any actions that have been taken as a result of the previous year's report (if applicable). If the Board of Studies has decided that no action should be taken on any issue, this will be stated and the reason(s) for this decision will be detailed.

You may request any documentation within your remit, even if it is not included in the list, and/or request to see specific materials at a particular point in time.

Should the information listed above not be provided, please contact the Chair of the Board of Examiners and/or the School Manager.

Data Protection

We would be grateful if, during your appointment as an External Examiner you will abide by data protection legislation when handling data which identifies individual students or staff of the University. Care will need to be taken, for instance, if you ask us to communicate with you via a private email address which may be accessible to others.

2. DUTIES OF EXTERNAL EXAMINERS

Summary of key duties and expectations

Further information on your role and duties as an External Examiner are outlined in section 44 of the [Policy and Procedures for External Examiners of Taught Programmes](#).

The key areas we ask you to consider and review are:

- Evaluating the standard of Newcastle University awards
- Evaluating assessments and marking
- Evaluating the curriculum and research-informed teaching
- Evaluating educational partnerships

Evaluating the Standard of University Awards:

One of your key roles will be to provide comments upon the standard of University awards in relation to external referents, such as the Framework for Higher Education Qualifications and subject benchmarks and in relation to your experience of similar provision at other UK Higher Education Institutions.

This will include reviewing the following examples to provide comment upon whether the level, standards and outputs are appropriate and similar to programmes delivered at other institutions:

- Reviewing the intended learning outcome of the programme(s) and relevant modules
- Student performance and the employability of the programme
- Providing an independent view on any proposed changes to the existing programmes

Various opportunities will be made available to you to enable you to comment on the above such as:

- Programme and module documentation
- Attending student performances, practical and/or laboratory classes, practical and/or clinical examinations, exhibitions, and/or presentations;
- Holding one-on-one or group interviews with final year students;
- Reviewing samples of final year dissertations and projects to assess student standards, particularly at the high and low ends of the marking scale;
- Reviewing employability statistics.

Evaluating Assessments and Marking:

You will be asked to provide comment upon the standard of assessed work as well as on the consistency and clarity of the assessment and marking processes including for example:

- Consistency of internal marking and moderation.
- Provision of feedback to students in terms of impartiality, consistency and transparency
- Whether the assessment criteria have been effectively used and whether they enable the discrimination of student abilities and are useful for students to influence their future work.
- Whether the full range of the marking scale is being utilised and whether borderline marks are appropriate.

You will be provided with access to programme and module information, draft assessments, marking criteria, the School's moderation and scaling policy in order to enable you to do this.

You will also be provided with a sample of assessed work, the size and range will be decided by you in collaboration with the Chair of the Board of Examiners. It is suggested as a minimum, you should have access to at least one piece of work from each module each year. For written examinations, you should see a sample of scripts from the top, middle and bottom of the range.

The academic unit will let you know how and when they will share information with you, this maybe via the VLE, Microsoft Teams, OneDrive.

Evaluating the Curriculum and Research-Informed Teaching:

You are also asked to provide comment upon the appropriateness of the curriculum (e.g., whether it enables students to attain the intended learning outcomes) as well as on its inclusion of current research and scholarship. Examples of this type of activity you may be involved with are:

- a. Reviewing the assessment strategy to determine if there are opportunities for students to undertake independent research and/or to receive feedback on research skills.
- b. Evaluating the ways in which specific modules publicise the aims of the unit, address University initiatives and draw connections between research and teaching. Good practice may include the following:
 - I. Meeting with module leaders individually to discuss module curriculum;
 - II. Reviewing the use of the VLE to provide enhancement materials and activities.
- c. Meeting with students informally to discuss their experience of the programme curriculum and the impact of research-informed teaching upon it.

Evaluating Educational Partnerships:

Where you are also an External examiner of programmes that are the subject of a collaborative arrangement or part of the University's transnational education portfolio, you'll be asked to consider the following in addition to what is listed above:

- a. Any variations in learning and teaching between the Newcastle programme(s) and those of the partner.
- b. Any comparisons between the achievements of candidates from Newcastle University and from the partner institution, and whether the quality of the partner programme is adequate to support the attainment of the standards of the award.

In your report form you will have an additional set of questions to respond to on the external examiner report form. These questions ask for opinions on the comparability of standards with Newcastle only provision and on the level of student attainment.

3. BOARD OF EXAMINERS

Each award bearing programme will have a Board of Examiners, the Board of Examiners may be responsible for a number of programmes.

The membership of the Board of Examiners is agreed by the relevant Board of Studies and includes relevant Degree Programme Directors, representatives of the main areas of study involved in the programme(s) and External Examiners.

Attendance

You are a member of the Board of Examiners and you are required to attend the final meeting of the Board in person, or, via a video link. During your appointment you must visit the campus at least once.

Guidance on [attending the Board of Examiners virtually](#) is available on the website.

If due to unforeseen circumstances, you are not able to attend the Board of Examiners and there are no other external examiners present the Board of Examiners may only proceed on the condition that you

- have provided comments on the standards of the programmes for which you have responsibility;
- are available for consultation;

Afterwards you should receive a copy of the minutes and related documentation and you should complete and submit your annual report as normal.

Process

Members of the Board of Examiners should declare any personal (i.e. non-academic) interest relating to any individual students to the Chair of the Board prior to the meeting.

Before the Board of Examiners takes place any moderation boards and Personal Extenuating Circumstances (PEC) Committee will have met. You will receive the outcomes of the moderation board and the PEC committee.

The Board of Examiners will be held anonymously and will make and confirm decisions regarding student progression and the award of qualifications. No member of the Board of Examiners can alter the individual marks of students.

If the Board of Examiners is unable to reach a decision on any issue by common consent, a vote shall be taken and the matter shall be decided by the majority of Internal members then present and voting. The academic members of the Board and the Chair shall each have one vote. In the event of a tied vote, the Chair shall have a casting (i.e. second) vote. External Examiners are the arbiters of standards and not a decision maker of an award made by the University.

Following the Board of Examiners you must sign the final list of degree results as an endorsement of the overall standards and to signify the acceptance of the individual classifications shown. If you are unable to attend the Board of Examiners, then you should confirm your endorsement via email.

If at any point if it is necessary to call an additional or reconvened meeting of the Board of Examiners, you will be notified, and if you are unable to attend you will be given the opportunity to present your views.

Personal Extenuating Circumstances (PEC) Committee

The PEC Committee normally consists of a chair, secretary and two other senior members of staff. You will not be a member of the PEC Committee but you will receive the outcomes of the meeting.

4. ASSESSMENT ARRANGEMENTS

The following section highlights some of the key Newcastle University regulations/procedures. There is no expectation that you are familiar with the detail of the full regulations and the Chair of the Board of Examiners will be able to provide you with any further guidance.

You will have received the programme regulations for the programme(s) you are examining.

Moderation and Scaling

You will have received a copy of the School Moderation and Scaling policy which will provide information on School requirements.

The [University policy and guidance on Moderation and Scaling](#) is available on the website.

The Module Moderation Board, or equivalent, will review the performance of modules taken in a given year.

Typically, all summative assessments which individually account for > 6 credits will be moderated (by sample) or double marked to confirm the fairness and validity of marking processes and standards. All dissertations and other appropriate pieces of work must be blind double marked.

Normally scaling would be considered by the Module Leader and the chair of the Board of Examiners. Scaling would be applied if the marks fail to reflect student performance adequately, typically if the marks as a whole appear to be too high or too low and would normally be applied to the entire cohort affected. Any instances of scaling will be reported to you before the Board of Examiners.

Re-assessment

If a student passes a module (including by compensation or discretion), at any stage of the degree programme they cannot be reassessed for any component of that module, except with PEC approval under VI.A.9(f).

Undergraduate students have the right to a maximum of one re-assessment for each failed module. Students in the final stage of an Honours degree programme have the right to one re-assessment of some or all failed modules.

Postgraduate students have the right to one re-assessment for each taught module failed provided that:

- a. students on a 180-credit master's programme, no more than 40 credits of the taught element are failed at the first attempt;
- b. students on a postgraduate certificate programme, no more than 20 credits of the programme are failed at the first attempt.

Progression

Undergraduate students are permitted to proceed from one stage to the next of the programme of study if they pass or have deemed to have passed all the modules in the current stage.

If a student fails up to 20 credits of non-core modules at Stage 2 of a 3-year programme after two attempts, or over Stages 2 and 3 of a 4-year programme, it is the normal expectation that the stage will be passed by discretion (in recognition of the fact that it is still possible for a student to gain an Honours degree by right subject to V.C.31). Board of Examiners deciding not to exercise discretion on this matter must minute a specific reason for not doing so.

To progress on an Integrated Masters programme, a student must meet the internal progression thresholds at the end of Stages 2 and 3, these will be specified in the programme regulations which you will have received. Students not meeting the threshold at the end of Stage 2 will be transferred onto the appropriate Bachelor's degree programme. Students not meeting the threshold at the end of Stage 3 will not be permitted to progress to Stage 4 and will be considered for the appropriate Stage 3 exit award, applying the principles of the Assessment Regulations for students on a 3-year degree. The Board of Examiners must consider all students whose final stage average (after rounding of marks) is within two marks of the progression threshold for the exercise of discretion as outlined in Regulation V.D.65.

For postgraduate students a Board of Examiners meeting will normally be held at the end of the taught component to consider progression. Students who remain eligible for the entry award of their programme may continue on the programme and those students who do not remain eligible, will not be permitted to continue on the programme.

Compensation

Students at undergraduate level, except for final year students are deemed to have passed and be eligible to progress notwithstanding the fact that some fail marks have been obtained (marks of less than 40 in one or more modules for that stage), provided that each of the following conditions for compensation are met:

- a) The stage average is at least 40;
- b) No single mark for any module of Levels 4-6 is below 35;
- c) No single mark for any Level 7 module assessed is below 40;
- d) The modules for which marks lie between 35 and 39 (Levels 4 – 6) or 40 – 49 (Level 7) do not include core modules and have total credit value of no greater than 40 (out of the 120 credits studied).

The modules in d) above are deemed to be passed by compensation.

Discretion

The Board of Examiners may use discretion to

- Deem a student to have passed specific modules;
- Deem a student to have passed the stage of a programme;
- Deem a student to have progressed to the next stage of a programme, despite not meeting a specific progress regulation or examination regulation;
- Recommend a student for an award, a higher award or a higher degree classification, subject to any restriction specified elsewhere in the regulations (including the Rules for Boards of Examiners).

Any discussions for exercising or not exercising discretion should be recorded in the minutes of the meeting.

Borderline

The Board of Examiners should consider any students in their final year who have the following programme averages 68 or 69, 58 or 59, 48 or 49, 38 or 39 and consider whether to award a higher classification or degree. The Board of Examiners should look at:

- a) The overall profile of individual marks achieved in modules;
- b) Exceptional performance by the student in any particular module, including, for example, research-based modules or in an oral examination where this is part of the degree programme regulations;
- c) Progressive improvement in performance by the student during the final 2 (or 3) stages of study, only where the stage weighting is 1:1.

The reason for exercising or not exercising discretion, should be recorded in the minutes.

Personal Extenuating Circumstances (PEC)

Within the University regulations, the PEC procedure empowers the Academic Unit/Board of Examiners to make adjustments for individual student circumstances. The overarching principle is that a PEC Committee will only make a recommendation of 'Support' to a BoE where all other adjustment options have been exhausted, or where alternative adjustments would add to the circumstances affecting the student. Noting, where there is PEC 'support', BoE will only consider a higher award if the weighted average lies within 3 marks of the higher award boundary and where they believe there is a clear case for academic discretion in accordance with the grounds laid out in the regulations. Information on PEC can be found in the [Rules for Boards of Examiners](#).

The PEC Committee will meet before BoE take place. At this meeting, the committee members will:

- i. report all PEC decisions made since the last committee
- ii. consider any PEC forms that have been held for the meeting, and provide a recommendation of either 'Support' or 'No Support' to forward to the appropriate

BoE considering the student's profile and making progress or award decisions. This recommendation should take into account any appropriate adjustments already made, to avoid 'double-counting' and a recommendation of 'No Support' can be made for serious cases where appropriate adjustments have already been made.

For cases where a recommendation of 'Support' is provided to the BoE, the BoE will then consider whether there is a case for applying discretion. There may be occasions where the BoE feel (on consideration of the student profile) that a different adjustment, e.g for the student to retake the module, Semester or Stage again as a first attempt, would be more appropriate in which case the circumstance, with agreement of the student, should be reconsidered by a member of the PECC with the agreed decision communicated to the student. To maintain confidentiality, PEC circumstances should not be revisited and discussed in detail during a BoE meeting.

If the PECC supports a student's PEC circumstance, a number of adjustments are available in accordance with the University Regulations;

- Extensions within and beyond those permitted as part of the Submission of Work policy;
- Exemptions from minor elements of assessed work (normally a maximum of 20% of the module in question), where the mark for the module would need to adjusted accordingly
- Deferral of a formal examination or assessment attempt to the next normal occasion (generally August);
- Deferral of a formal examination or assessment attempt to a later normal occasion;
- Extraordinary examinations, including those outside of the regular assessment periods:
- Setting aside previous attempt(s) at a module, semester or stage and allowing repeat tuition if required;
- Allowing a student to retake a module, semester or stage with tuition (subject to payment of the appropriate tuition fees);
- Allowing a student to proceed to the next Stage of a programme carrying fails;
- To provide Boards of Examiners with a recommendation of support/no-support depending on the severity of the mitigating circumstances affecting a student, which have not been addressed in the ways outlined above or where alternative adjustments would unreasonably add to the circumstances (i.e. to recommend the use of discretion where appropriate).

A PECC may, on occasion, need to consider other adjustments in response to a student's personal extenuating circumstance case. Adjustments other than those listed above must be approved by an appropriate Dean.

Award

Undergraduate Students

Undergraduate students will be recommended, as of right, for the award of an appropriate Honours degree if all the requirements for the award are met, and

- a) All the modules beyond Stage 1 in the degree programme are passed,
- or
- b) No more than 20 credits beyond Stage 1 are failed;
 - c) All final stage core modules are passed; and
 - d) The final programme average (calculated as specified in V C 34) is not less than 40.

The degree programme regulations shall specify the weight to be given to each stage beyond Stage 1. The stage averages shall be combined, according to the prescribed weightings, to produce an overall average, which is also rounded to one decimal place. The final programme average is then obtained by rounding the overall average to the nearest whole number.

Recommendation of other than an Honours Degree

Pass Degree – a student has passed at least 300 credits, of which 60 must be at level 6, and the final programme average is not less than 35.

Higher Education Diploma – a student has passed at least 240 credits, of which at least 90 credits are at level 5 or above.

Higher Education Certificate - a student has passed at least 120 credits, of which at least 90 are at level 4 or above.

Postgraduate Students

Postgraduate students will be recommended, as of right, for the award of an appropriate Master's degree, Postgraduate Diploma or Postgraduate Certificate if all the requirements are met and all the modules are passed.

A postgraduate student who passes all core modules and fails up to 20 credits of non-core modules from the taught stage of the programme is recommended, as of right, for the award of an appropriate Master's degree or Postgraduate Diploma, provided that the final programme average is at least 50.

Such a student on a classified programme will be eligible as of right only for the award of a pass; a student would only be entitled to a Merit or Distinction, as indicated by their final programme average, if they have passed all modules (at either first or second attempt), or have accumulated no more than 20 credits in condoned fails). The same principle applies to the award of a Postgraduate Certificate to a student failing up to 10 credits of non-core modules.

Postgraduate Diploma and Postgraduate Certificate entry awards may be classified if this is stipulated in the programme regulations. In such cases, the classification is determined by the principles below.

- a) Students are entitled as of right to the class of award yielded by the final programme average.
- b) Masters students with final programme averages of 48 or 49, 58 or 59, 68 or 69, (after rounding of marks) shall always be considered for the next higher class of award.
- c) Postgraduate Diploma and Certificate students with final programme averages of 48 or 49 shall always be considered for the award of a Pass. Postgraduate Diploma and Certificate students with final programme averages of 58 or 59, and 68 or 69 shall be considered for the next higher class of award if provision for classification is included in the programme regulations.
- d) The Board of Examiners, when considering the exercise of discretion, shall have regard to the following:
 - i. Any recommendation from the Personal Extenuating Circumstances Committee on the effect and scope of medical or other mitigating circumstances that were submitted to the Personal Extenuating Circumstance Committee, on the effect and scope of medical or other mitigating circumstances that were submitted to the Personal Extenuating Circumstances Committee.

In cases where the final programme average is within two marks of a class boundary as defined in clauses b) and c) above:

- ii. The overall profile of individual marks achieved in modules;
- iii. Exceptional performance in any particular module, including, for example, research based modules;
- iv. Progressive improvement in performance by the student.

Aegrotat

The Board of Examiners may award an Aegrotat degree to a student who has registered for the final stage of an undergraduate programme but who presents sufficient evidence of ill health or any other extenuating circumstance such that, in the judgement of the board, there is no reasonable possibility that the student can complete the degree programme.

For students on taught postgraduate programmes they must have demonstrated ability over typically at least 50% of the programme they are registered on. The Boards of Examiners should be mindful of the possibility of enabling the student to sit the assessments at a later date, and so be eligible for a classified degree. In addition, the Board should consider the appropriateness of awarding an appropriate exit award. It is not open to the Board to grant an aegrotat to students registered on certain professionally accredited programmes. A student to whom an aegrotat is awarded shall be deemed to have obtained honours but without classification.

The Board of Examiners shall have the power to award a degree posthumously as it sees fit.

5. EXTERNAL EXAMINER'S REPORT

You are required to report annually to the University on the quality, standards and procedures of the programme(s).

Completion and Submission of Report

Reports should be submitted via an online submission system, which is available here: <https://apps.ncl.ac.uk/Examiners> You will log in using your own institution email details.

Please note that you need to provide an answer to each question in order to progress through the report.

There is further [guidance on using the online submission system and completion of your report](#) and if you have any support queries on using the system please contact ext.examiners@ncl.ac.uk.

Please try to be specific in each section of the report and ensure that your report contains clear feedback on the quality and standards, and include any areas on good practice and areas for enhancement. One word or one sentence responses throughout the report may not provide the subject area with enough information to enhance their programme(s). All sections within the report must be completed; if the section is not applicable, please insert N/A.

When you are completing the report, please do not mention individual staff or students by name.

The report consists of 7 sections

- *Section A – External Examiner details*

This section will provide details of the programmes which you are examining.

- *Section B – Summary of comments for the attention of School, Faculty and University*

This section is to note any areas of exemplary practice which could be shared or adopted by other subject areas. Commendations any areas of good and efficient practice which deserve recognition. Recommendations for the School, Faculty or University.

- *Section C – Quality and Standards*

This section asks questions regarding the quality and standards of the programmes.

- *Section D – Procedures*

This section asks questions about the procedures during assessment process for the academic year.

- *Section E – Educational Partnerships*

This section is only for those programmes subject to a collaborative arrangement.

- *Section F – Final comments*

This section is option and allows you to add any further comments for consideration.

- *Section G – End of appointment*

This section is for your final year of appointment and allows you to provide an overview report.

Once you have completed your report, please submit by the following deadlines:

- For undergraduate programmes (except for MBBS and BDS programmes) – **1 September**
- For taught postgraduate programmes – **30 November**

Please do let us know if you will be late in submitting your report. If you have not submitted your report by the deadline a reminder will be sent to you. Failure to submit your report could result in your appointment being terminated. On receipt of your report the Examinations Office will make arrangements for your fee to be paid.

Matters of Serious Concern

If you wish to raise a matter of serious concern with the Vice-Chancellor, you should contact the Vice Chancellor, Newcastle University, King's Gate, Newcastle upon Tyne, NE1 7RU. Serious concerns might include those which put academic standards or quality at risk, such as:

- Significant deficiencies in academic provision by a School;
- Substantial differences in the application of assessment criteria within the same School;
- Major irregularities or deficiencies in the examination and assessment processes;
- Lack of facilities appropriate to the standard normally expected for a particular programme of study.

The Pro-Vice-Chancellor for Education will conduct necessary investigations and will respond directly to you.

What happens to your report

Following receipt of your report will be circulated to the following:

- School Learning & Teaching Manager (for Board of Studies attention)
- Faculty Education Committee
- Educational Governance and Policy Service

The report will be considered by the Board of Studies which will include student representatives. The Chair of the Board of Studies will ensure that a written response is sent to you. The response will address all issues raised in the report and should outline any actions to be taken and/or reasons for disagreeing with any recommendation(s). You should expect to receive the response directly from the School within the following timescale:

- Undergraduate programmes (except MBBS and BDS) – No later than the end of November
- Taught postgraduate programmes – No later than the end of January

If you made a recommendation to the University, this will be considered by either the Educational Policy and Governance Service or the University's Taught Programme Sub-Committee and a response will be provided to you.

6. FEES & EXPENSES

Fees

As an external examiner you will be compensated for your service. Information on Newcastle University External Examining Fees can be found on our webpages: <https://www.ncl.ac.uk/exams/staff/externalexamining/>

All fee rates include one annual visit (for up to 3 days) for purposes of moderation and attendance at the Board of Examiners. You may claim a fee of £50 per visit for up to 2 additional visits per year if it has been agreed with the Chair of the Board of Examiners that these are essential to the role. These visits may be used, for example, to facilitate meetings between you and students or to enable you to attend student presentations, performances, etc.

You will be paid additional fees

- for **modules or programmes** which are offered **at multiple locations** (External Examining for taught programmes or modules offered in multiple locations).
- if you are asked to **provide an independent view on changes proposed to existing programmes**.

The payment of fees is conditional upon receipt of completed reports by the deadlines provided in section 5 and is done automatically. Fees will be paid into your bank account on

the last day of the month only if the report is received by the University before 12th of the same month, otherwise, payment will be made on the last day of the following month.

Please note that all fees are taxed.

Expenses

Newcastle University will reimburse you for the following types of expenses:

- Travel
- Accommodation and related costs
- Meals

Further details available [Guidance on External Examiner Expenses](https://www.ncl.ac.uk/exams/staff/externalexamining/)

<https://www.ncl.ac.uk/exams/staff/externalexamining/>

Expenses can be claimed by accessing <https://apps.ncl.ac.uk/examiners>. More [information on how to claim expenses](#) is available on our website.

7. CHANGES TO APPOINTMENT or CHANGE IN CIRCUMSTANCES

If your circumstances change after you have been appointed in such a way that a conflict of interest might arise (e.g. a change of job), you should notify the University (ext.examiner@ncl.ac.uk) of this change.

Your appointment may be temporarily suspended, for up to one year, by yourself or the University due to illness, maternity leave or other unforeseen circumstances. Please notify your academic unit and ext.examiner@ncl.ac.uk.

If you wish to terminate your appointment for any reason, you should write to the Vice-Chancellor, Newcastle University, King's Gate, Newcastle upon Tyne, NE1 7RU, giving no less than three months' notice.

USEFUL INFORMATION

Please be aware you will need to be logged into Newcastle University website to access these pages

University Regulations

<https://www.ncl.ac.uk/regulations/docs/>

University Quality and Standards Handbook

<https://www.ncl.ac.uk/epgs/policies-and-procedures/handbook/>

University Policy and Procedure for External Examiners of Taught Programmes

<https://www.ncl.ac.uk/epgs/policies-and-procedures/external-examiners/>

[Policy and Procedures for External Examiners of Taught Programmes](#)

Education Strategy

<https://newcastle.sharepoint.com/hub/planning/Documents/Strategies/Education%20Strategy%202018.pdf#search=education%20strategy>

Information for Boards of Examiners

<https://newcastle.sharepoint.com/hub/sp/Pages/examiners.aspx>

Guidance on attending the Board of Examiners virtually

[Guidance on virtual attendance at the BoE](#)

Guidance on Moderation and Scaling

[Policy and Guidance on Moderation and Scaling](#)

Guidance on accessing Canvas (VLE)

[Canvas Guidance for External Examiners](#)

Module Catalogue

<https://www.ncl.ac.uk/module-catalogue/module.php>

Report Submission

<https://apps.ncl.ac.uk/Examiners>

Guidance on online submission

[External Examiners' system – Guidance for External Examiners](#)

Guidance on Fees

<https://www.ncl.ac.uk/exams/staff/externalexamining/>

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