

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 l-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. Post the printed form with the original receipts to:

Examinations and Awards
Newcastle University
King's Gate
Newcastle upon Tyne
NE1 7RU

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 LTDS (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. Please answer Yes or No to whether it is your final year of appointment.
- e. As a general rule, in order 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. As a minimum, Yes/No responses are sufficient for Sections C1 and C2 (questions C8-11), although additional information to justify / contextualise your answer will be more helpful to the University and is indeed preferable.
 - II. Questions C12-13 and D1 require a reasoned response.
 - III. Section E applies only to programmes that are the subject of an educational partnership.
 - IV. The Further Comments box is for voluntary use. You may leave this blank if you prefer.
 - V. The End of Appointment Overview should be completed by all external examiners whose term of appointment is concluding.
 - VI. If you are an External Assessor (for Combined Honours, Partners, or INTO Newcastle University English Language programmes), please complete sections A, B and D in the normal way, and enter 'N/A' elsewhere.
 - VII. Please do not mention individual staff or students by name in a report. Any names included will be subject to redaction by LTDS prior to being released.
- i. Report Submission page
 - I. to change anything in your report, please click on 'Go back to Section E' 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 ext.examiners@ncl.ac.uk

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