

Chairs of Department Assessment Boards and External Examiner appointments

Marina Beck, Head of Academic Quality and Policy Office

Clare Munton, Senior Academic Quality Manager (EPMS & LSE)

Geemay Tang & Debby Salisbury, Academic Quality Officers



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Chairs and Deputy Chairs of Department Assessment Boards



- AQPO need names as soon as possible for review by Chairs of School Progressions and Awards Boards and to report to the Executive Committee for Assessment (ECA)
- Departments must email ExternalExaminers@rhul.ac.uk when there is a change
- Enables AQPO to:
 - Keep mailing lists updated and records accurate
 - Give ECA accurate information
- Ensure Chair knows who the departmental Deputy Chair is.



- Will generally be circulated in the autumn term.
- May need help to ensure these are returned by the deadline so fees can be calculated and that offer letters can be issued.
- EEs are paid based on students numbers and which fee band they fall into. If there is more than one examiner for the Department Assessment Board (DAB), this is calculated based on their percentage workload allocations.

External Examiner Nominations & Appointments (DABs)



- Majority of nominations received before or at the start of the academic year. EEs are normally appointed for four years.
- Submit a completed Nomination Form and a Short CV for the potential EE to Externalexaminers@rhul.ac.uk Clearly state the DAB and ensure it has the DAB Chair's signature or their written approval.
- AQPO will send the nomination to the relevant Chair of School Progression and Awards Board for approval. If approved, we will inform the Chair/Dept of the decision and also inform the EE of the approval via email and send out their appointment pack.
- New UG EEs must return their signed Offer Letter, New Starter's Form and a verified copy of their passport. This interim RTW check will allow HR to set them up on MyView/systems and for email accounts to be generated. (Process signed by Registrar in Sept 2016)

External Examiner Nominations & Appointments - exceptions



- In exceptional circumstances, EE's can sometimes be appointed for a 5th and final year. This is normally in circumstances where the programme has finished, but departments need an EE to moderate some re-sit students and to see the programme out.
- The request will be processed as per any other nomination request, with the exception that the memo to the School Chair/ECA will need to clearly explain the department's reasons for wanting to keep the EE on for another year.
- We cannot advise whether these 5th exceptional year nominations will be approved as this is the decision of ECA.

External Examiner Nominations & Appointments - exceptions



- Other exceptions to the rule:
 - DClinPsy – all correspondence sent via the Senior Stud & Prog Admin Off (Clin. Psych) and they are paid differently;
 - UofL Worldwide International (DL/External) programmes – nominations must be approved by UofL prior to us sending to School Chairs for approval. If approved by School Chairs, we will inform the Chair/Dept/UofL of the decision.
 - We do not send out confirmation of appointment or other information to EEs for these programmes, and the College does not pay them for their work on these programmes. This will all be done by the UofL.



- AQPO emails new UG EEs and departments in the spring term to remind them of the in-person RTW checks requirements.
- Ensure you use the RTW checklist - HR will bounce back any incomplete documentation. This delays paying UG EEs for their work.
- cc in ExternalExaminers@rhul.ac.uk when you return the in-person RTW paperwork to HR so that we have a copy for the file and are kept in the loop.
- **Cannot send any CW titles or exam papers to new EEs until we have the interim RTW check done.**

Payment of Fees and Expenses



- External Examiner Report Forms must be received BEFORE fees can be paid.
- Online External Examiner Report Form must be completed within three weeks of the main DAB meeting – June for UG and Autumn term for PGT.
- There are different methods for paying UG & PG EEs:
 - UG EEs must be paid through Payroll via MyView
 - PG EEs through sending invoices to Payments (Finance now requests a Unique Taxpayer Reference [UTR] or National Insurance number)
- All EEs need to submit a Request for Payment form (within 2 months of the DAB) and any relevant receipts. We can accept scans of the form and receipts.
- ECA has approved an expenses policy for EEs (we don't use the College one). This is included with their appointment letters.

Chief External Examiners (new from 19-20)



- Each School Chair of Progression and Awards Board nominates one of its current External Examiners to be the Chief External Examiner for the School (one for UG programmes and one for PGT programmes).
- Appointed for 2 years.
- Chief External Examiner attends the School Progression and Awards Board. Role is to confirm progression and awards for the School in question.
- Asked to complete a report within 3 weeks of School Progression and Awards Board meeting (June for UG, autumn term for PGT). Chair of SPAB responds to report within 2 months of receipt.
- Receive an additional fee to that paid for moderation responsibilities. This fee plus expenses are paid after receipt of written report.

External Examiner Contacts and Useful Information



- All queries related to External Examiner Appointments must be sent to: ExternalExaminers@rhul.ac.uk
 - Geemay – oversight of UG examiner appointments
 - Debby – oversight of PGT examiner appointments
- Further information is available on the External Examiner Online Resource:
<https://www.royalholloway.ac.uk/iquad/services/academicqualityandpolicyoffice/externalexamineronline/externalexamineronline.aspx>.
- Any queries regarding undertaking Rights to Work checks should be directed to HR and not to AQPO.