

University of Suffolk

TERMS AND CONDITIONS OF ENGAGEMENT OF EXTERNAL EXAMINERS

1 PERIOD OF SERVICE

The Examiner's term of office will initially be for one probation year and, subject to approval, would normally be extended for a further three years.

2 TERMS OF REFERENCE

An Examiner's duties relate to students taking the course component(s) identified in the letter of appointment and assessed in the manner described for those components in the relevant approved course scheme.

3 HOURS OF WORK

There is no guarantee of working hours, which will be as and when required by mutual agreement. It may be that in any one year work may not be required.

4 FEES AND EXPENSES

Examiners are paid a standard fee plus any expenses incurred in carrying out their duties (see paragraph 6). The fee primarily covers attendance at meetings of the Assessment Board, whether for student assessment or the moderation of question papers, together with associated work, for example, sampling of scripts and/or review of projects; conduct of or participation in viva voce examinations; and production of annual reports on the conduct of the course (the External Examiners Policy refers).

5 PAYE

In accordance with the Employer's Guide to PAYE, P7 (1987), the University of Suffolk is obliged to deduct income tax under PAYE on all fees. This is because the terms of engagement are, as far as the Inland Revenue is concerned, in respect of service (Schedule E) rather than for services (Schedule D).

6 EXPENSE CLAIMS

Travel, subsistence and any other necessary expenses incurred will be reimbursed at either second-class rail fare or, if a car is used, at 45p per mile up to 500 miles. Other forms of transport, such as air travel, should be approved by prior agreement with Registry. Subsistence will be reimbursed up to £15 per day. Where necessary, overnight accommodation will be booked and paid for by the University of Suffolk. Completed External Examiners Travel and Related Expenses Claim forms should normally be submitted with the annual report or exceptionally after other visits (e.g. initial briefing visits) but no later than two months after the event. **Expenses claim forms must be fully completed and all receipts provided, otherwise payment cannot be guaranteed.**

7 FEE CLAIMS

Fees are normally paid upon submission of the annual report. Fee claims should be submitted to Registry on the External Examiner Fee Claim Form. No salary payments can be made until the letter of appointment has been signed and returned to the Registry department. Where there is non-compliance with the required form and coverage of the supplied report pro forma or where non-submission of the annual report occurs without reasonable cause, fees will not be paid.

8 TERMINATION OF APPOINTMENT

This arrangement may be terminated by either party subject to 12 (twelve) weeks' notice. Non-compliance with the required form and coverage of the supplied report pro forma or non-submission without reasonable cause of an annual report constitute grounds for early termination of appointment. If applicable, this would be taken into consideration during the initial probation year and would prevent the approval of a further three years. Examiners are asked to give the earliest possible notice of any intention to withdraw and as a minimum 12 (twelve) weeks' notice prior to the main annual assessment.