

External Examiners' FAQs

Role of the External Examiner

1. What is my role as an External Examiner

External examining provides one of the principle means for maintaining nationally comparable standards within autonomous higher education institutions in the UK.

External Examiners are often described as a supportive and critical friend. They provide the University with impartial and independent advice which helps to ensure that:

- it is maintaining the threshold academic standards set for its awards in accordance with the [frameworks for higher education qualifications](#) and applicable [subject benchmark statements](#)
- the assessment process measures student achievement appropriately against the intended outcomes of the programme, and is rigorous, fairly operated and in line with the University's policies, regulations and Codes of Practice;
- the academic standards and the achievements of students are comparable with those in other UK higher education institutions of which the External Examiners have experience.

The University also expects External Examiners to provide informative comment and recommendations on:

- good practice and innovation relating to learning, teaching and assessment observed by the External Examiners
- opportunities to enhance the quality of the learning opportunities provided to students.

For more detailed information about the role of the External Examiner click here: [Role of the External Examiner](#)

2. What guidance is available for the role of External Examiner?

James Derounian, an experienced External Examiner, wrote a short piece for the Guardian about the role of an External Examiner. [[Guardian article](#)]

External Examiners may find the Advance HE publication *Fundamentals of External Examining* useful.

Operational

1. How long is my period of tenure?

External Examiners are appointed for four academic years, with no option for extension. If you are appointed after the start of the academic year, you will still finish at the end of the 4th academic year.

2. Are there key documents that I need to read?

You might find it useful to refer to the External Examiners' Handbook:

https://www.bangor.ac.uk/quality/ext_exam.php.en

The University's academic regulations are all on the website: <https://www.bangor.ac.uk/regulations/>

The School will provide you with the programme specifications and module descriptors for the schemes of study that you will be moderating.

3. How do I get access to the relevant materials?

External Examiners will be supplied with a Bangor University username at the start of the academic year when they commence their External Examiner appointment. This will provide access to the University's IT systems for the duration of their term of office.

Please note that Blackboard and other Office 365 services (e-mail etc.) have multi-factor authentication. So the first time you log in, you will be asked to set up secondary authentication – this can be a text message with a one-time passcode (or you can use the Microsoft Authenticator App). More information about this can be found here: <https://www.bangor.ac.uk/itservices/mfa.php.en>

External Examiners working with our collaborative partners may also be provided with a username and password to give access to the partner institution's IT systems, e.g. Moodle at Grŵp Llandrillo Menai.

4. How do I login to Bangor's Blackboard?

Click on this link: <https://blackboard.bangor.ac.uk/>

When logging into Blackboard, the format is username@bangor.ac.uk

If you use Blackboard at your own institution, to avoid Blackboard automatically logging you into your home Blackboard account, you will need to access Blackboard either via a different web browser, or 'incognito'. To do this, click on the 3 dots at the top right of the browser window and select 'new incognito window' (Chrome) or 'new InPrivate window' (Microsoft Edge).

5. Help! I've forgotten my password.

If you forget your Bangor University password, you can reset it here: <https://apps.bangor.ac.uk/password/reset/>

Please note that you must use the e-mail address that you provided when you registered on the Casual Worker registration system, as this is the one that the University holds on your formal record. If you are not sure which e-mail address you used, please contact the Quality Enhancement Unit: qualityassurance@bangor.ac.uk

6. Where can I get help with the University's IT systems?

The IT Support Centre should be your first point of contact for any IT related queries. Please note that the Support Centre is open between 09.00 and 17:00 Monday to Friday, except standard University Holidays between Christmas and New year and at Easter.

The IT Support Centre can be contacted by e-mail: helpdesk@bangor.ac.uk Please include your username and a telephone number on which you can be contacted.

7. What are the key dates?

The Academic Calendar can be found here: <https://www.bangor.ac.uk/student-administration/calendar/index.php.en>

The School with which you are working will provide you with a schedule for examination papers, assessment and examination scripts to be dispatched or made available electronically.

For External Examiners working with Grŵp Llandrillo Menai, this information will be provided by Grŵp Llandrillo Menai.

8. When will the Board of Examiners meeting be held?

The School with which you are working will advise you of the date of the Board of Examiners meeting, usually at the start of the academic year.

For full-time undergraduate programmes following the normal September to June registration period, the Board of Examiners meetings will normally be held once annually in June (or late May for Languages and Music programmes). The School of Health Sciences holds two Board of Examiners meetings for nursing and midwifery programmes, in March and September.

For full-time taught Masters programmes the Board of Examiners meetings will normally be held once annually in late October or early November, after the dissertations have been marked.

For External Examiners working with Grŵp Llandrillo Menai, this information will be provided by Grŵp Llandrillo Menai.

9. Am I expected to attend the Board of Examiners meeting?

It is the University's expectation that External Examiners, as full members of the relevant Board of Examiners, will attend the Board of Examiners meetings pertinent to their appointment. Attendance in person is usually the norm, to enable the External Examiner to review work and discuss any issues arising from the assessment process with programme directors. However, participation by video link is an acceptable alternative.

For cohorts of 10 students or less, the views of the External Examiner may be sought by post, e-mail, telephone and/or video link. The usual examination processes must still be followed, nevertheless.

Associate Examiners are not required to attend the Board of Examiners meeting. Moderation work will be completed by post or via Blackboard prior to the Board of Examiners meeting. The Head of School or the Examinations Officer will correspond with the Associate Examiner prior to the Board of Examiners meeting to confirm marking standards.

10. When do I need to submit my External Examiner's report?

External Examiners are expected to return their report form no later than 1 month after the Board of Examiners meeting, using the e-mail address qualityassurance@bangor.ac.uk. Please note that reports not received within 3 months will be brought to the attention of the Teaching and Learning Strategy Group and could result in the termination of an appointment.

11. How do I submit my External Examiner's report?

The University provides pro forma External Examiner report forms on the quality and standards web pages: www.bangor.ac.uk/quality/ext_exam.php.en . Please do not name staff or students in your report. If you wish to comment on the work of a member of staff, please use their role, e.g. the School Administrator or the Examinations Officer.

Please note that for extended undergraduate programmes (MEng, MArts, MSocSci, MSci, MEnvSci, MOcean, MBiol, MZool, etc.) the undergraduate External Examiners' report form should be used.

External Examiners for professional doctorates such as DClInPsy, DHealthcare or EdD should use the report form for Taught Postgraduate programmes to report on the taught element of the programme, following the Board of Examiners meeting. As part of the examination process for the thesis element, External Examiners are also required to a report on the performance of each individual student using the research degree External Examiner report forms which are on the quality and standards web site: www.bangor.ac.uk/quality/ext_exam_gr.php.en . The School will provide further guidance about this process at the appropriate time.

External Examiner(s) report forms should be returned electronically to the Quality Enhancement Unit, using the e-mail address qualityassurance@bangor.ac.uk .

12. What happens to my report when it arrives at the University?

All External Examiners' reports are read by the Quality Assurance Manager when they arrive at the University. A copy is also forwarded to the relevant Head of School, or the partner institution. Schools are expected to consider their External Examiners' reports at the next Board of Studies meeting and the Staff Student Liaison Committee.

The Pro-Vice-Chancellor (Education) and the Vice-Chancellor receive also copies of all External Examiners' reports.

A summary of the issues raised in each External Examiner's report is presented to the Curriculum-Quality Assurance Working Group at the next available meeting. As part of the University's quality assurance processes, Schools are required to respond to the issues raised in External Examiners' reports as part of their programme annual review and development plan (QA1 form).

Schools are expected to respond directly to External Examiners on issues of an academic nature, and they may do this by sending a copy of their annual review and development plans to the External Examiners. This will provide External Examiners with a broader picture of how the programmes are being developed, not only the School's response to the issues raised in the External Examiners' reports.

The Quality Enhancement Unit will acknowledge the receipt of all External Examiner's reports. Where an External Examiner has raised issues for the University, such as regulations and other centrally agreed matters, the Quality Assurance Manager will provide a substantive response.

13. Where can I find the External Examiner's report form and the External Examiner's claim form?

The External Examiner's report form and the External Examiner's claim form can be downloaded from the quality and standards web pages: www.bangor.ac.uk/quality/ext_exam.php.en

14. How much is my External Examiner's fee?

Your External Examiner's fee was included in your letter of appointment.

If you are not sure what it is, you can leave this box on the claim form blank, and the Quality Enhancement Unit will add it when the claim form is received at the University.

15. How do I claim my External Examiner's fee?

External Examiners must use form PYEE to claim their fees and expenses. Annual fees are paid following receipt of the External Examiner's report, but the examiner must submit a claim form for this. Please note that if you fail to submit your report, you will not be paid.

Please note that the Finance Office require a proper signature in the claimant's signature box, in the middle of the last page. Please e-mail your claim form to qualityassurance@bangor.ac.uk

Details of how to complete the claim form are shown in this video: [\[External Examiner claim form video\]](#)

16. When will I be paid my External Examiner's fee?

Annual fees are paid following receipt of the External Examiner's report, but the examiner must submit a claim form for this. Please note that if you fail to submit your report, you will not be paid. Payments are made by bank transfer through the University's payroll, on the last day of the month. However, the deadline for the end of month payroll is

the 5th of each month. Please allow some days for processing in the Quality Enhancement Unit before this date. Please e-mail your claim form to qualityassurance@bangor.ac.uk

17. What can I claim for travel and subsistence?

The University will only reimburse costs actually and necessarily incurred in undertaking your external examining duties. To avoid any embarrassment, please note the information about the maximum amounts that may be claimed for subsistence.

Overnight	Maximum for each night absent from home to cover also an absence up to 24 hours	Accommodation	£66.00
		Subsistence	£30.00
Over 16 hours	Maximum for an absence from home of more than 16 hours but not including a night	£20.00	
12 to 16 hours	Maximum for an absence from home of more than 12 hours but not more than 16 hours, not including a night	£16.00	
8 to 12 hours	Maximum for an absence from home of more than 8 hours but not more than 12 hours, not including a night	£12.00	
4 to 8 hours	Maximum for an absence from home of more than 4 hours, but not more than 8 hours, not including a night	£8.00	

Regarding travel expenses, public transport should be used where practicable, and standard, special reduced and cheap day fares should be used where available. The University will **not** reimburse first class rail fares.

Where reasonable public transport facilities do not exist, or a substantial saving in time could be effected, a car mileage allowance may be claimed at the rate of 45p per mile. Examiners should ensure that their policy covers the use of their car on business.

Air travel within the UK may be permitted in exceptional circumstances. This **MUST** be agreed in advance with the Quality Assurance Manager. External Examiners traveling from Dublin are expected to travel as foot passengers on the ferry. The University will not reimburse the cost of bringing a car to the UK.

When External Examiners travel to Bangor to attend the Board of Examiners meeting and an overnight stay is necessary, accommodation will normally be booked for them in the University's Management Centre. Please note that if the Management Centre is full, accommodation will be booked at alternative venues. The University will not reimburse the costs for any other accommodation booked by the External Examiner.

The University will also book accommodation for External Examiners working with Grŵp Llandrillo Menai, if required.

For External Examiners working with our international partners, the University will book travel and accommodation for you, if you are required to travel overseas for the Board of Examiners meeting.

18. How do I claim travel and subsistence expenses?

External Examiners must use form PYEE to claim their fees and expenses. Expenses claims must be supported by original receipts. Please note that the Finance Office require a proper signature in the claimant's signature box, in the middle of the last page.

Payments are made by bank transfer through the University's payroll, on the last day of the month. However, the deadline for the end of month payroll is the 5th of each month. Please allow some days for processing in the Quality Enhancement Unit before this date. Please e-mail your claim form to qualityassurance@bangor.ac.uk

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