



# Fees and Expenses for External Examiners / Assessors, External Reviewers and External Advisers Policy

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# **Fees and Expenses for External Examiners / Assessors, External Reviewers and External Advisers Policy**

## **1 Important Information**

- 1.1 This document relates to fees which are payable to external examiners / assessors / reviewers / advisers after completion of work for Northumbria University. All income fees paid to an examiner are subject to UK tax legislation, regardless of where the examiner lives. This is based around the institution the work is completed for and its location, rather than the person's geographical location. There is also information about expenses in this document – these are reimbursed in full and are not subject to UK tax legislation.
- 1.2 The University has an obligation as an employer to confirm eligibility to work in the UK when engaging external examiners / assessors / reviewers / advisers. Claim forms will only be submitted to Payroll for payment if the ID/right to work check has been completed. The team processing the form will advise the examiner if the claim form cannot be submitted for payment, to enable the examiner to complete the ID/right to work check as soon as possible.
- 1.3 A newly appointed Programme Assessment Board External Examiner / Assessor may visit the University before their contract start date, (eg for briefing/induction or to meet the outgoing examiner as part of the transition). Please note:
- The examiner/assessor cannot claim any attendance fee as their contract is not active.
  - Reasonable expenses will be reimbursed however this must be with prior agreement via the Governance and Enhancement team before arrangements are made.
  - The examiner/assessor should not attend a Programme Assessment Board, meet students or view/engage in moderation of student work. Their contract is not yet active therefore confidentiality must be maintained and risk minimised.

## **2 Fees for Programme Assessment Board (PAB) External Examiners – from 2023/24**

Programme Assessment Board external examiners receive the following fees, payable on receipt of a claim form which should be submitted within 3 months after submission of the annual report.

All examiners (see note below regarding 'no detriment' clause) receive a flat fee, which encompasses the role and responsibilities in Section 6 of the External Examiner Policy. These responsibilities include moderation of student work, submission of reports and up to 1 day's visit/attendance (eg meet students/staff, attend exam boards). Lead examiners receive a higher fee to reflect additional responsibilities in Section 7 of the Policy. The fee is determined using system data according to the points below and can be viewed via the "My Contract / Personal Information" link on eVision:



- Total number of students across all deliveries of the examiner’s allocated modules.
- Where modules are shared between 2 or more examiners, the total number of students is divided equally between all examiners.

Band	Total no. of enrolled students	Non-lead examiner fee *	Lead examiner fee *
1	1 to 125 students	£400	£500
2	126 to 250 students	£500	£600
3	251 to 500 students	£600	£700
4	501 to 1000 students	£700	£800
5	1001+ students	£800	£900

\* Fees will be reviewed on a bi-annual basis, the next review point will be in 2025/26.

Supplementary fees may be claimed for the following activities:

- Where specifically required, production of additional annual reports where required by professional and regulatory bodies: **£70 per additional report**.
- Additional visits/attendance where required above the Policy expectation of 1 visit per year: **£175 per full working day (half fee for half day visits, applies whether in person or virtual)**.
- By prior agreement with the Governance and Enhancement team, Quality and Teaching Excellence, exceptional payment for additional moderation: **£175 per full working day (half fee for half day)**.
- Lead examiners nominated to attend the Programme Awards Boards, above the Policy expectation of 1 visit per year: **£175 daily fee (half fee for half day, applies whether in person or virtual)**.

‘No detriment’ clause:

- This applies to examiners whose contracts started before 1 August 2023.
- No examiner will be paid less under the above fee structure, compared to the fee they received in 2022/23 under the previous fee structure.
- They will be paid according to the previous fee structure (see Appendix 1) for the remainder of their contract, or until their fee aligns with the new fee structure.

### 3 Fees for External Assessors

External assessors are appointed to provide external quality assurance of End Point Assessment (EPA) on integrated apprenticeship programmes. This may be in addition to their external examiner role or a separate external assessor may be appointed. The following fees are applicable to external assessor activities:

Activity (from <u>DQB</u> guidance)	NU Process equivalent	Fee structure 2023/24 onwards
Review documentation relating to the EPA, including the EPA assessment instruments/materials and internal quality assurance documentation	Internal moderation	Daily attendance fee - £175.00



Review a sample of EPA assessed work, including observing live assessments	External moderation	Mirror NU sample practice of minimum of 6 Daily attendance fee of £175.00
Observe assessor standardisation or moderation meetings	Visit	Daily attendance fee - £175.00
Meet with independent assessors and other EPAO staff	Visit	Daily attendance fee - £175.00
Meet with apprentices and, where possible, employers	Visit	Daily attendance fee - £175.00
Observe the meeting at which the final decision on the EPA is confirmed (such as the Board of Examiners/Examination Committee).	Examination Board attendance	Daily attendance fee - £175.00
Report submission	Annual report	£70.00 (payable once per examiner per academic year)

#### **4 Fees for External Examiners for Postgraduate Research Oral Examinations**

PGR external examiners receive a basic fee for each oral examination, as follows:

- MPhil £125.00
- PhD/PhD by Published Work/Professional Doctorate £150.00
- Higher Doctorate £300.00

#### **5 Fees for External Reviewers and External Advisers**

Fees paid to external reviewers and external advisers are determined on the basis of a daily attendance fee of £175.00 per day. This fee also applies to time spent reviewing documentation in advance of review or approval events.

#### **6 Fees for HEA External Reviewers**

Rate of pay for reviewing/moderating applications: 2x hourly rate without pension for point 7.1 on the University salary scale.

Rate of pay for attending moderation meetings: daily attendance fee of £175.00 per day.

Rate of pay for writing annual report: £140.

#### **7 Expenses**

##### **7.1 General Information**

Guidance is published by Finance. The **Travel and Expenses Code of Practice** is available at <https://livenorthumbriaac.sharepoint.com/sites/financeintranet/Pages/FinancePoliciesProceduresandGuidelines.aspx>

## 7.2 Travel

Examiners are encouraged to book their own travel which can be reimbursed subject to receipts being provided, but this must be in accordance with the following conditions and University's Expenditure Policy:

- Standard class rail travel must be used. If examiners book their own first class travel, they must supply details of the standard class fare at the time of booking (e.g. screenshot) with the claim form and receipts. The standard class fare will be reimbursed.
- Economy air flight may be used if it represents best value for money or is demonstrably more convenient. If examiners book a higher class ticket, they must supply details of the economy class fare at the time of booking (e.g. screenshot) with the claim form and receipts. The economy class fare will be reimbursed.
- Reasonable transportation expenses to and from home and railway station/airport, railway station/airport and University will be paid.
- Car mileage, 45p per mile (for the first 10,000 miles per tax year).
- Motorcycle mileage, 24p per mile.

## 7.3 Accommodation

Hotel accommodation must be booked in accordance with the University's Travel and Expenses Code of Practice. Hotel costs should not exceed £180 per night in London, £100 per night in Newcastle and the rest of the UK. Hotel bookings should include breakfast where possible. Costs will be reimbursed up to these limits, subject to receipts being provided. Where appropriate accommodation cannot be booked within these limits, the most cost-effective appropriate option should be booked and you may be asked for justification on review of the claim.

## 7.4 Subsistence Expenses

Subsistence rates within the UK are as per HMRC guidance (<https://www.gov.uk/hmrc-internal-manuals/employment-income-manual/eim30240>) and are summarised below. Where appropriate subsistence cannot be purchased within these limits, the most cost-effective option should be purchased and you may be asked for justification on review of the claim.

<b>Minimum journey time</b>	<b>Maximum amount of meal allowance</b>
5 hours	£5.00
10 hours	£10.00
15 hours (and ongoing at 8pm)	£25.00, plus supplementary rate of £10

Faculties/Departments may arrange for academic staff to accompany external examiners for an evening meal and may also arrange for lunch to be provided for staff members and examiners in advance of Programme Assessment Board meetings. In these circumstances, these costs should be charged to the relevant Faculty/Department budget, as the budgets held by Academic Registry are for direct external examiner expenses only.

## 7.5 International Trips

For international trips, there is a daily (or per diem) rate to cover personal expenses such as evening meals, refreshments, taxi fares, telephone calls and access to internet for personal use; receipts are not required. A schedule of rates is available at [https://one.northumbria.ac.uk/service/cs/travelhub/Documents/Per diem rates.pdf](https://one.northumbria.ac.uk/service/cs/travelhub/Documents/Per%20diem%20rates.pdf)

## 8 How to Claim Fees/Expenses

### 8.1 Programme Assessment Board external examiner for Undergraduate and Postgraduate taught programmes; External assessor for End Point Assessment; and HEA external reviewer

Claims for fees and expenses should be submitted by examiners on the NU People and Finance (NUPF) system.

To access NUPF, use Chrome or Edge browser and ensure that you use an incognito / in-private window. Go to <https://one.northumbria.ac.uk> and sign in using your Northumbria login details and Duo multi-factor authentication. On the 'sign in' page enter your username followed by @northumbria.ac.uk (eg abcd1@northumbria.ac.uk). Then on the login screen only enter your username and then your password (otherwise login will not work). On the intranet homepage click on the link for NU People and Finance.

Guidance will be available within NUPF in the Guided Learning Widget – please click on the widget which is always visible in the system to seek help. Help guides are available on the NUPF intranet webpage – [Further Help and Support](#)

### 8.2 External examiner for research degree examination; External adviser for programme approval; and External reviewer for periodic review panel

The claim form for fees and expenses is available from our external website <https://www.northumbria.ac.uk/about-us/university-services/student-library-and-academic-services/quality-and-teaching-excellence/assessment/guidance-for-external-examiners/>

The form should be used to claim fees and expenses. The form should be submitted (with original receipts for any expenses claimed attached) to the appropriate office, as follows:

<b>Claim Fees and Expenses:</b>	<b>Submit to relevant Department:</b>
External examiner for research degree examination	Graduate School, Academic Registry
External adviser for programme approval and Collaborative approval/re-approval panel	Approvals and Revisions Team, Quality and Teaching Excellence Department, Academic Registry
External reviewer for periodic review panel	PSRB/Review Team, Quality and Teaching Excellence Department, Academic Registry

## Appendix 1: Fees for Programme Assessment Board (PAB) External Examiners

If an examiner would receive a lower fee under the new fee structure, they will continue to be paid according to the previous fee structure, set out below. This will apply either until the end of their contract or until their fee aligns with the new fee structure.

The Governance and Enhancement team will identify and advise relevant examiners and will monitor this on an annual basis.

- A basic fee (per examiner per academic year)      £129.00
- Lead examiner supplement                              £100.00
- A daily attendance fee                                      £175.00
- A moderation fee based on:

**either** a moderation fee determined by number of modules covered and number of candidates registered on module, using the following fee bands for each module:

- |             |            |        |
|-------------|------------|--------|
| • 1 - 250   | candidates | £27.00 |
| • 251 - 500 | candidates | £40.00 |
| • 500+      | candidates | £53.50 |

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**or** a flat fee for module moderation with the Faculty negotiating with the external examiner the number of modules to be covered, or required days of work at £175 per day.

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**or** a combination of a proportion of the flat fee and the number of modules and candidates registered on each module.

- The preferred method is the fee determined by number of modules
- The total moderation fee should not normally exceed £480.00.
- Where moderation takes place on a day of attendance **either** a flat fee of £175 **or** a moderation fee determined as above will be payable, but not normally both.