# Appointment

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| **What is my role as External Examiner and where can I find any relevant guidance?** | Please refer to your appointment letter. In addition, [External Examiners’ Handbook](http://www.worc.ac.uk/aqu/documents/EE_handbook_final.pdf) and [External Examiners’ web page](http://www.worc.ac.uk/aqu/732.htm). |
| **Does the University of Worcester hold an induction for external examiners?** | Yes, this is held annually in January – you should automatically receive an invitation from the Academic Quality Unit as part of your contract. The date should be on the EE Page [here](https://www2.worc.ac.uk/aqu/732.htm) |
| **What will my normal period of tenure be?** | External examiners are normally appointed for a period of 4 years plus one semester commencing from 1st September until 31st December. |

# Visiting the University of Worcester/Expenses/Fee

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| **Will I be able to meet student on my visits to the University of Worcester?** | If you would like an opportunity to meet with students, please contact the Course Leader who will arrange this for you. |
| **I have been asked to attend an early exam board/meeting/school visits) but live a fair distance away from Worcester/the partner college, would it be possible to for me to arrange overnight hotel accommodation?** | Contact Margaret Chaffey on [m.chaffey@worc.ac.uk](mailto:m.chaffey@worc.ac.uk) or Charlotte Taylor at [charlotte.taylor@worc.ac.uk](mailto:charlotte.taylor@worc.ac.uk) who will arrange this. Hotels are on a B&B\* basis prepaid on account by the University of Worcester. It may be possible to book DB&B please enquire. |
| **How do I claim my expenses following my visit\*?**  \*NB expenses should not be older than 3 months. | Please submit these using the Access Workspace on-line electronic expenses system. If you do not have access then please contact Margaret Chaffey [m.chaffey@worc.ac.uk](mailto:m.chaffey@worc.ac.uk) in the first instance. |
| **When do I receive my annual fee?** | This is automatically paid on submission of a satisfactory annual\* report (see below). Please claim this via Access Workspace on-line (as above) |
| **I have submitted my expenses but not received payment, who should I contact?** | Please contact Margaret Chaffey [m.chaffey@worc.ac.uk](mailto:m.chaffey@worc.ac.uk) |

# Examination Boards

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| **How do I find out the dates of the Examination Boards?** | Dates should be advised to you at the beginning of the academic year by the Course Leader/Examinations Officer/Academic Support Unit within the School. |
| **Do I need to attend all examination boards and what action should I take if I find am unable to attend due to a clash of date(s) at my own institution.** | An external examiner’s presence is crucial at progression/final boards (where marks need to be ratified). External examiners should attend all examination boards advised by the course leader either in person or if this isn’t possible then arrangements to attend virtually (via Skype) should be made with the course leader/Registry Services.  Please notify the course leader as soon as possible, if you are unable to attend the exam board(s). |

# Module Feedback/Annual Report

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| **Is there a report template I can use to send my comments on module feedback?** | Please contact your course leader for information on this. |
| **\*When and how should I submit my annual report?** | Your report should be submitted within 3 weeks of your attendance at the final examination board and sent electronically to the course leader and [m.chaffey@worc.ac.uk](mailto:m.chaffey@worc.ac.uk)  The generic report template can be found [here](http://www.worc.ac.uk/aqu/732.htm) under External Examiners. |

# End of Appointment/Resignation

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| **I have left or retired from my previous institution/am I still eligible to continue as an EE?** | Notification should be sent to the course leader in the first instance and [m.chaffey@worc.ac.uk](mailto:m.chaffey@worc.ac.uk). Normally, we would allow you to continue in your external examiner’s role providing there is sufficient evidence of continued involvement in your subject area (eg consultancy/visiting lecturer/research). |
| **I find I am unable to continue as external examiner, how do I tender my resignation?** | In the first instance notify the course leader/Margaret Chaffey [m.chaffey@worc.ac.uk](mailto:m.chaffey@worc.ac.uk) for information. It would be appreciated if sufficient notice is given to allow time for a replacement appointment to be made (3 months minimum) |

# Miscellaneous FAQs

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| **A student on the course I am external examining has contacted me direct. What should I do?** | Although your name, current position and institution is included in module and course handbooks provided to students, students have been advised not to contact external examiners directly. Please refer all such contacts to the course leader immediately. |
| **Who do I need to inform any change to my contact details? (eg bank details/name/address)** | Please inform Margaret Chaffey in the Academic Quality Unit [m.chaffey@worc.ac.uk](mailto:m.chaffey@worc.ac.uk) as soon as possible so your contact details can be changed on our system(s) and notified to all relevant personnel. NB If our records do not reflect your current contact details then this may result in a delay in payment of any claims. |
| **Who should I contact if I have a question or query?** | If your query relates to the course/modules/exam boards you should contact the course leader in the first instance.  For all other queries please contact Margaret Chaffey in the Academic Quality Unit [m.chaffey@worc.ac.uk](mailto:m.chaffey@worc.ac.uk) |