

EXTERNAL EXAMINER

Role and responsibilities

Details on the role and responsibilities are available at:

www.gla.ac.uk/services/senateoffice/gea/externalexaminers

Frequently Asked Questions:

Question: How can I find out more information on the Marking System/Code of Assessment?

Answer: The Code of Assessment and other assessment related guidance is available at:

www.gla.ac.uk/services/senateoffice/policies/assessment/

www.gla.ac.uk/services/senateoffice/academic/assessmentpolicies/guide/

Administration:

Question: How do I find out the dates of the Exam Board and associated work?

Answer: The School is responsible for organising the examinations. Please contact the School administrator for information.

Question: Who will assist with transportation and accommodation?

Answer: Please contact the School administrator for assistance with travel and accommodation arrangements.

Question: Am I expected to attend Board of Examiner meetings?

Answer: External Examiners are invited to all meetings of the Board(s) of Examiners for the courses which they examine. External Examiners should normally attend the main meeting of the Board of Examiners for each course which they examine. If you are unable to attend, you should inform the School Office and submit a written report on the examination prior to the meeting of the Board.

Question : When and how will I receive my external examiner fee?

Answer: Payment will be made to your bank each year of your appointment following receipt of your report and following the return of the External Examiner Registration Form and verification of your nationality/immigration status.

Question: Where can I get an expenses form and where do I send it?

Answer: The External Examiner Expenses form is available at www.gla.ac.uk/services/senateoffice/gea/externalexaminers/feesexpenses/#Expenses

Upon completion, expenses forms should be sent, with receipts, to the School Administrator for processing.

Question: Is there a time limit for submitting expenses claims?

Answer: Yes, expense claims must be made within three months of the expense being incurred. Expense claims out-with the time limit will not be paid.

External Examiner Report Form

Question: How many reports do I need to submit each year?

Answer: One report is expected for each programme that you examine.

Question: When is the deadline for submission of annual reports?

Answer: External Examiners are requested to submit their report as soon as possible following the Board of Examiners Meeting. The deadline for Undergraduate reports is 31 July and for PGT reports 31 December each year.

Question: Where and how do I submit my report?

Answer: Reports should be submitted using the University's on-line report submission system. Access to the on-line system is granted when you register for a Glasgow Unique Identifier (GUID).

You will receive a registration form with your letter of appointment. When you return the registration form an email will be sent to you with full instructions on how to register for a GUID and how to access the on-line system.

The on-line External Examiner system is available at: <https://frontdoor.spa.gla.ac.uk/examiners>

Question: What happens if I don't submit my external examiner report?

Answer: Reminders are sent out by the Senate Office for reports not received by the deadline. Please be aware that if an external examiner does not submit a report for two consecutive sessions, their appointment is likely to be terminated.