The Code of practice for external examining of taught programmes at the University of Sheffield covers the following areas:

1. PURPOSE, ROLE AND REMIT
2. NOMINATION AND APPOINTMENT
3. PERIOD OF SERVICE
4. CONFLICTS OF INTEREST
5. EARLY TERMINATION OF APPOINTMENTS
6. WHAT PROVISION SHOULD BE COVERED BY AN EXTERNAL EXAMINER?
7. PARTICIPATION IN THE ASSESSMENT OF MODULES
8. PARTICIPATION IN THE AWARD OF DEGREES
9. INFORMATION AND INDUCTION
10. VISITING THE UNIVERSITY
11. SHARING INFORMATION ON EXTERNAL EXAMINERS WITH STUDENTS
12. EXTERNAL EXAMINERS' REPORTS
13. HOW THE UNIVERSITY USES EXTERNAL EXAMINERS' REPORTS
14. RAISING CONCERNS
15. FEES AND EXPENSES
1. PURPOSE OF THE ROLE OF EXTERNAL EXAMINER

External examiners at the University of Sheffield are appointed to ensure that:

- programmes of study, or parts thereof, are delivered to a high standard in terms of aims, content, delivery and student progression;
- the methods of assessment used are credible, rigorous, equitable and are fairly and consistently conducted within relevant University and/or departmental regulations and policies;
- student performance and degrees awarded are of an appropriate standard nationally and are comparable to those delivered by other institutions in the UK;
- areas of good practice are identified for dissemination as appropriate.
- examination boards are fairly conducted and recommendations for the award of degrees are confirmed.

In addition, external examiners are strongly encouraged to:

- Contribute to and advise on programme/curriculum development.

ROLE AND REMIT OF EXTERNAL EXAMINERS

The University of Sheffield fulfils the Quality Assurance Agency's expectation that external examiners of taught programmes of study are able to provide an independent overview of programmes of study. Chapter B7 of the QAA Quality Code sets out the expectations of external examiners:


Therefore, an external examiner is appointed to every programme of study. These are Programme external examiners. Additionally, some external examiners are appointed to provide independent oversight of particular parts of programmes of study, either of particular modules or units of study, or of particular themes or tracks within or across programmes of study. These are Subject external examiners.

It is expected that Programme external examiners will often be appointed to more than one programme of study, in order to provide comparability of standards across related programmes.

The roles of Programme external examiners and Subject external examiners are essentially the same. They differ only in that Programme external examiners provide oversight of a whole programme of study.

<table>
<thead>
<tr>
<th>EXTERNAL EXAMINERS' DUTIES</th>
<th>Programme</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>E = essential, D = desirable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide comments and give advice on:</td>
<td>E</td>
<td>D</td>
</tr>
<tr>
<td>the content, balance and structure of modules, on assessment processes, and schemes for marking and classification;</td>
<td>x</td>
<td></td>
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<tr>
<td>the assessment of all modules leading to the award of degrees, diplomas and certificates, including</td>
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2
commenting on and approving draft assessment/examination papers;

| the appropriateness of the standard of modules by reference to University programme specifications; | x | x |
| the standard of student performance in the subjects which they have been appointed to examine, with those of other Universities within the UK; | x | x |
| the content, balance and coherence of one or more programmes of study; | x |
| the appropriateness of the overall standard of programmes of study; using programme specifications, the Framework for Higher Education Qualifications, national subject benchmarks, and knowledge of programmes offered elsewhere in the UK; | x |
| the standard of student performance and the comparability of standards of those programmes which they have been appointed to examine, with those of other UK Universities | x | x |
| Take account of the views of subject external examiners in providing feedback to departments on the standards, content, coherence and assessment for the programmes of study they are appointed to oversee. | x |
| Have the power to recommend to the examination board that marks be adjusted at the level of modules or sub-components of modules to ensure consistency of standards between modules, but not at individual student level. | x | x |
| * When requested to do so by the inviting department, confirm the appropriateness of decisions in specific cases where questions have arisen. | x | x |

**Attend and visit:**

| **Attend the final meeting of the Examination Board in the summer** | x | x |
| Attend Examination board meetings for undergraduate programmes at the end of the autumn semester. The manner in which approval is given to autumn semester grades is for the external examiner and the department to decide. | x |
| Attend Examination Board meetings for taught postgraduate programmes in the autumn semester, | x | x |
where decisions regarding the award of degrees are taken

| Take up opportunities to meet informally with groups of students from the programmes of study. | x | x |
| Visit practice placement areas of professionally accredited programmes | x |

**Endorse assessment outcomes:**

Endorse the assessment outcomes for the programmes of study they have been appointed to scrutinise. Sign the final list of degree results.

| x | x |

**Mentoring new external examiners:**

Provide mentoring for external examiners new to the role

| x |

*In such unusual circumstances, the inviting department should make recommendations to the External Examiner, ensure that the final Examination Board minutes of the academic year records the fact that consultation has taken place (without identifying the student) and send it to ‘examiners@sheffield.ac.uk’. It is important to complete this form as fully as possible to enable any issues raised to be monitored by faculties.

**Subject external examiners are strongly encouraged to attend the final meeting of the Examination Board in the summer, but are not required to do so provided that:

- they have completed their other duties
- they have provided feedback to the Board including the Programme external examiner via email on the process prior to the examination board and the Department, AND
- a Programme external examiner can attend and report on their behalf
2. NOMINATION AND APPOINTMENT

Departments are asked to provide recommendations for suitable external examiners via a nomination form. Nomination forms are to be sent to Learning and Teaching Services (LeTS), with any necessary supporting documentation. LeTS will seek approval of the nominations by an appropriate Faculty Officer or by the Pro-Vice-Chancellor for Learning and Teaching in the case of collaborative programmes. Nominations should be made in a timely way.

The University reserves the right to request more information from potential external examiners at the nomination stage if deemed necessary.

http://www.sheffield.ac.uk/lets/pp/assessment/external

TIMETABLE FOR MANAGING THE NOMINATION AND APPOINTMENT OF EXTERNAL EXAMINERS

<table>
<thead>
<tr>
<th>MONTH</th>
<th>TASK</th>
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<tbody>
<tr>
<td>Early to mid-February</td>
<td>Requests for the nomination of new and replacement external examiners are sent to Departments</td>
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<td></td>
<td>Departments are asked to clarify whether appointments are for Programme or Subject external examiners and which programmes they are to be appointed to</td>
</tr>
<tr>
<td>End of March</td>
<td>Nomination forms should be completed and returned to LeTS</td>
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<tr>
<td>As soon as nominations are received from departments they are sent to the FDLT for approval (ongoing process).</td>
<td>LeTS seeks Faculty approval of nominations</td>
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<tr>
<td>When a nomination is approved, the appointment letter is sent out by Learning and Teaching Services (usually same day). Sending out letters on a whole department basis from April onwards.</td>
<td>Appointment letters and the External examiners' code of practice are sent out to external examiners</td>
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<tr>
<td>Once the appointment has been confirmed, the Department is informed that they can contact the External examiner to start work.</td>
<td>External examiners begin working with the Department, initially this may involve meeting with staff and students, getting to know the provision, commenting on draft assessment papers</td>
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</table>
The University of Sheffield uses the **criteria for nomination** set out in Chapter B7 of the QAA Quality Code. The University of Sheffield will appoint external examiners for taught programmes of study who have:

- **knowledge and understanding** of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality;
- **competence and experience** in the fields covered by the programme of study, or parts thereof;
- **relevant academic and/or professional qualifications** to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate;
- **competence and experience** relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures;
- sufficient **standing, credibility and breadth of experience** within the discipline to be able to command the respect of academic peers and, where appropriate, professional peers
- **familiarity with the standard** to be expected of students to achieve the award that is to be assessed;
- **fluency in English**, and where programmes are delivered and assessed in languages other than English, **fluency in the relevant language(s)** (unless other secure arrangements are in place to ensure that external examiners are provided with the information to make their judgements);
- meeting applicable **criteria set by professional, statutory or regulatory bodies**;
- **awareness of current developments** in the design and delivery of relevant curricula;
- **competence and experience** relating to the enhancement of the student learning experience.

Nominations for suitable but inexperienced examiners for the role of subject external examiner can be considered with appropriate supporting documentation.

External examiners from outside the British Higher Education system, for example from the professions and industry, or from Universities outside the UK, are appropriate in certain circumstances. Particular attention should be paid to the relevance of the expertise and experience of those appointed in these circumstances.
3. PERIOD OF SERVICE

External examiners are usually appointed for a maximum of four years. There is provision to extend this for one year, on an exceptional basis, if a request by the Department is approved by the Faculty with an explanation as to why this is necessary. Requests should be sent to the External Examiners’ Team in LeTS in the first instance.

Circumstances which may lead to the extension of an external examiner's period of service can include:

- where significant programme changes are being put in place and it would be useful to have the input of an external examiner experienced in the particular provision being revised
- where there is insufficient overlap in the appointment period of a group of examiners and someone is needed for an extra year to ensure collective knowledge is not lost
- A reappointment (in exceptional circumstances), only after a period of five years or more has elapsed since his/her last appointment.
- Programme external examiners may be appointed for more than the maximum number of years to part-time programmes or programmes of more than four years duration where this would provide an overview of the development of a programme. This would ensure continuity and consistency of standards and allow for the mentoring of inexperienced external examiners.
- Where the discipline area is particularly small across the UK and no other suitable external examiners can be nominated

External examiners are not normally expected to hold more than two external examiner appointments for taught programmes at any point in time at ANY UK institution. An appointment can include a range of programmes in a particular discipline in one institution.
4. CONFLICTS OF INTEREST

In order to maintain the independence of the external examiner role, the University would not normally appoint as external examiners anyone in the following categories or circumstances:

- a member of a governing body or committee of the appointing institution or one of its collaborative partners, or a current employee of the appointing institution or one of its collaborative partners
- anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study
- anyone required to assess colleagues who are recruited as students to the programme of study
- anyone who is, or knows they will be, in a position to influence significantly the future of students on the programme of study
- anyone significantly involved in recent or current substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme(s) or modules in question
- former staff or students of the institution unless a period of five years has elapsed and all students taught by or with the external examiner have completed their programme(s)
- a reciprocal arrangement involving cognate programmes at another institution
- the succession of an external examiner by a colleague from the examiner’s home department and institution
- the appointment of more than one external examiner from the same department of the same institution

These conflicts of interest are in line with expectations set out in chapter B7 of the QAA Quality Code. http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code/quality-code-part-b

Departments are asked to consult with the External Examiners Team in LeTS if a potential nomination may cause a conflict of interest.

If a department wishes to make a nomination where one of the above conflicts of interest may apply, or for an external examiner following a previous appointment from the same institution, the nomination may be exceptionally approved by the appropriate Faculty Officer or the Pro-Vice-Chancellor for Learning and Teaching in the case of collaborative programmes, or referred to the Vice-Chancellor, in certain circumstances.
5. EARLY TERMINATION OF APPOINTMENTS

External Examiners are usually re-appointed annually for a term of office totalling four years. However, if a situation, personal or professional, arises which makes it necessary to end this arrangement earlier, Learning and Teaching Services should be informed in writing, giving three months’ notice.

A department may request that an External Examiner’s appointment is not renewed for the following session if they have not fulfilled their duties. Reasons for this might include one or more of the following:

- Not attending examination boards without a prior agreement having been made
- Failing to submit a written report within three months of the Examination Board
- In the event that a conflict of interest arises that has not been disclosed.

Where a department wishes not to renew an appointment for the following session, the reasons for this should be discussed in the first instance with the appropriate Faculty Officer and, if necessary, the Pro-Vice-Chancellor for Learning and Teaching, and a way forward agreed. The Faculty will then decide whether or not the external examiner should be re-appointed.

External examiners may be removed from office for negligence or misconduct by the Vice-Chancellor, following a report from the relevant Faculty.

In their final year of appointment, external examiners responsible for taught postgraduate programmes are required to attend and report upon the final examination board even if this falls in the next academic session.
6. WHAT PROVISION SHOULD BE OVERSEEN BY AN EXTERNAL EXAMINER?

The University of Sheffield requires that the following taught provision has an appointed external examiner:

- All undergraduate programmes leading to the award of a degree*
- All taught postgraduate programmes leading to the award of a degree, postgraduate diploma or postgraduate certificate
- All taught units of study offered across the University that may contribute to an award, for example language units, skills development units
- Foundation Year material

*The exception to this requirement is that departments may not include Level 1 material in the sample provided for external examiners, if this has been first been agreed with the external examiner

In the case of students with special circumstances, there may be occasions where there are missing grades at the time of the Examination Board. The missing grades should be noted and, when the students have completed the remaining assessments, recommendations regarding progression/awards should be made according to the Regulations, with the information being shared with the appropriate Programme external examiner to ratify.

COLLABORATIVE PROVISION

Collaborative programmes should have appointed Subject and Programme external examiners according to the procedures set out in this document. Any alternative arrangements should be approved by the owning Faculty and the Committee for Collaborative Provision.
7. PARTICIPATION IN THE ASSESSMENT OF MODULES

All draft modular assessment papers should be sent to an appropriate external examiner for moderation and approval.

An external examiner has the right to see all assessed material. In a number of cases, it is agreed that the inviting department should provide a selection of material from each module to be sent to an external examiner, although the principles for such selection should be agreed in advance with the External examiner. The External examiner has the right to request further material. This could perhaps be made available during a visit to the Department.

Where a selection is made, this should reflect the principle that an external examiner should have enough evidence to determine that internal marking and classification are of an appropriate standard and are consistent across the whole mark range.

Selections are generally made to ensure that external examiners see material from across the range of achievement and those at the borderlines and failed assessments in particular. Selections should be clearly stated to external examiners in advance.

Marking criteria, evidence of internal moderation and details of the range of marks for the assessment, by provision of a histogram of marks, for example should be made available to external examiners. However, this material can be provided at the point that the external examiner visits the University.

An external examiner is required to approve the grades awarded for each module at the end of each semester.

In cases where the assessment method makes it impracticable for the External examiner to see all assessment material, for instance, practical examinations, external examiners have the right to see all criteria and mark sheets, and the Department is encouraged to consider making a sample of the assessment material available. Alternative arrangements such as photographs of specimens, or copies of IT based assessments can be provided.
8. PARTICIPATION IN THE AWARD OF DEGREES

A Programme external examiner, as a full member of the relevant board of examiners, should be present at, or otherwise contribute to, all examiners meetings at which significant decisions are taken in regard to the award of degrees. This includes Examination Boards for taught postgraduate programmes which may take place in the autumn semester.

Subject external examiners, as full members of the relevant board of examiners, are also strongly encouraged to be present at all examiners meetings at which significant decisions are taken in regard to the award of degrees, but are not required to attend where written feedback has been provided in advance to the Programme examiners and the Department, and where a Programme external examiner is able to attend on their behalf.

The remit, membership and required documentation for departmental examination boards are detailed in the Guidance on the Management of Departmental Examination Boards, which can be found at:

http://www.sheffield.ac.uk/polopoly_fs/1.231965!/file/Guidance_ManagementofDepartmentalExamBoards.pdf

This guidance also clearly details the responsibilities of internal examiners.

Departments examining multidisciplinary and joint programmes of study are required to make suitable arrangements to ensure that there is satisfactory participation in the degree classification process by the external examiners of the contributing departments.

If an external examiner is unable to attend an examination board at which significant decisions are to be taken regarding the award of degrees, they are asked to contact one of the External Examining Team in Learning and Teaching Services as soon as possible to discuss alternative arrangements.
9. INFORMATION AND INDUCTION

INFORMATION FROM THE UNIVERSITY
External examiners will be provided with the following information from the University:

- This Code of Practice concerning the role and functions of external examiners.
- Links to the web pages for external examining at the University of Sheffield
- Links to the University Calendar with General and Programme Regulations
- Examination Conventions links to assessment policies
- Guidance on Departmental Examination Boards

Each department should make arrangements for its new external examiners to receive an appropriate introduction into the new role and detailed briefings. This should preferably include a visit to the Department during the academic year and prior to the commencement of their duties.

External examiners are expected to accept the basic framework of the programme(s) to which they are appointed, although any comments made by an external examiner via the External examiner's report regarding the structure of a programme are considered by the appropriate Faculty officer.

INFORMATION DEPARTMENTS SHOULD PROVIDE TO EXTERNAL EXAMINERS
Each department should forward to all of its external examiners:

- Information about the organisation of the relevant curriculum,
- Information regarding who the other external examiners are in the Department, and who is the Programme external examiner for each programme
- Contact details for the main academic and administrative contacts for external examining in the Department
- Programme specifications and programme regulations for each of the programmes to which they have been appointed. This can take the form of web links to appropriate online information
- Appropriate module information
- Details of the assessment process
- Details of how published subject benchmark statements inform the design of, and examination process for, the programme(s) as well as other information or external reference points as appropriate.
- External examiners’ reports and the departmental response to them from the preceding year.
- Departments should update externals on changes in course structure and other significant developments as they occur during the academic year.
- External examiners should be sent draft assessment examination papers for comment

Departments should consider the additional briefing requirements that may be needed for those new to the role and external examiners from outside the British Higher Education system. Whilst having expertise in their particular subject area they may require additional information regarding the University’s systems and procedures.
10. VISITING THE UNIVERSITY

External examiners are required to attend examination boards as set out in this document. In addition, external examiners may visit the inviting Department for the following reasons:

- For induction into the role, for newly appointed external examiners, where appropriate
- To meet with students on an informal basis (departments are strongly encouraged to provide these opportunities wherever practicable)
- Some external examiners extend their visit to the Department for examination boards to take the opportunity to meet with groups of students, sample student work and provide developmental feedback on programmes

Reasonable expenses are paid to external examiners to cover the costs of visits.

WHAT IF AN EXTERNAL EXAMINER CANNOT CARRY OUT HIS/HER DUTIES?

Departments should contact Learning and Teaching Services as soon as possible in the event that an external examiner cannot carry out their duties, due to illness, for example.

Alternative arrangements to ensure external oversight of the programme(s) should be proposed by the Department and approved by a Faculty Officer. This may include:

- Arranging for the External examiner to attend an examination board via Skype/WebEx or telephone, or being sent the appropriate information via email and asked to confirm acceptance of the Board’s recommendations
- Asking another external examiner appointed to work within the same Department or subject area to provide cover for the absent external examiner’s duties
11. SHARING INFORMATION ON EXTERNAL EXAMINERS WITH STUDENTS

The Quality Assurance Agency expects that universities will share the reports of external examiners with students. External examiners should therefore expect that either their full reports or summaries from these reports will be made available to students on their programmes of study. External examiners are requested to ensure that reports do not name individual students or staff and should focus on providing constructive feedback to improve aspects of the programme of study or subject strand.

A confidential section of the report is provided should external examiners wish to raise confidential matters, but it is expected that this would not be used routinely, and that the full content of reports would be shared with students on most occasions.

How should departments share external examiners’ reports with students?

Departments can share reports of external examiners with students in the following ways:

- By making full reports available to Student-Staff Committees
- Where there are large numbers of reports, summaries of the issues raised can be shared with student-staff committees
- By making reports available via MOLE for the appropriate groups of current students

Please note that there is no requirement to publish reports, so these should not be made available on publicly accessible departmental web pages

Including names of external examiners in student handbooks

The Quality Assurance Agency expects that universities will include the names and home institutions of external examiners in student handbooks, the purpose of which is to assure students that their programmes of study are subject to independent oversight and scrutiny in line with national expectations, and that this is undertaken by one or more external examiners of suitable standing and expertise.

Therefore, departments should ensure that names of external examiners are included in their handbooks, and external examiners should expect that their name and home institution will be shared with the relevant student cohorts.

In order to explain the role of external examiner, students should be provided with the Guide for Students on the External Examining of Taught Courses, which includes a statement to the effect that students should not contact external examiners directly.

This is available from the External Examiners web pages as a download at: http://www.sheffield.ac.uk/lets/pp/assessment/external
12. EXTERNAL EXAMINERS' REPORTS

External examiners are expected to submit written annual reports to the University using the agreed University External Examiners’ Report Form. As part of this report, external examiners are expected to comment on:

- The appropriateness of processes for examinations and assessment
- Processes for the determination of awards
- Standards of awards, structure and content of modules/programmes of study, teaching and assessment methods
- How issues raised in previous reports have been addressed
- Action points, recommendations for consideration by departments, faculty of the University
- Commendations where there are examples of good or innovative practice
- Written reports should include any comments or advice given at examination boards.

External examiners should submit their annual reports to Learning and Teaching Services within **four weeks** of a final examination board taking place (June/July for undergraduate programmes and generally October/November for taught postgraduate programmes).

It is most important that external examiners send in written reports. The University uses these as a measure of the quality and standards of its provision, and refers issues raised in the reports to University-level committees for further consideration, where appropriate.

The University also considers the receipt of a written report as the completion of the duties of the external examiner. Therefore, an external examiner will be deemed as not having fulfilled their obligations to the University where this report is absent and fees will be withheld.

As previously stated, external examiners should not refer to individual students or staff in any part of their reports.

The report form can be found at: [http://www.sheffield.ac.uk/lets/pp/assessment/external](http://www.sheffield.ac.uk/lets/pp/assessment/external)
13. HOW THE UNIVERSITY USES EXTERNAL EXAMINERS’ REPORTS

All external examiners reports are submitted to the External Examiners Team in Learning and Teaching Services, who ensure that they are forwarded to both the Department and the Appropriate Faculty Officer of the relevant Faculty or the Pro-Vice-Chancellor for Learning and Teaching in the case of collaborative programmes.

It is the responsibility of the Appropriate Faculty Officer, in consultation with the Head of Department, to ensure that all reports are considered and acted upon as appropriate, if necessary through the Faculty or University level Committees.

The University relies on written reports from all external examiners to contribute to institutional oversight of the assessment process and the standards and quality of its programmes. It is therefore most important that written reports are received that are timely and reflect all of the main issues discussed at examination boards.

Departments should acknowledge and discuss comments made by external examiners in their reports, and an explicit decision should be made and recorded as to whether or not to introduce changes as a result of the comments.

Evidence of this should be provided to the Appropriate Faculty Officer of the relevant Faculty or the Pro-Vice-Chancellor for Learning and Teaching in the case of collaborative programmes to allow monitoring.

The External Examiners’ Team within Learning and Teaching Services will monitor which reports have been submitted and the movement of reports through the full consultation process with departments and faculties.

FEEDBACK TO EXTERNAL EXAMINERS ON THEIR REPORTS

The University creates a ‘tracer form’ to accompany the report of external examiners once the report has been received, which allows the Department, Faculty and University to monitor action taken in respect of comments and issues raised by external examiners.

The Department is responsible for reporting back to the external examiners on the outcome of any actions following comments or recommendations from the external examiner.

Feedback given to external examiners should be included in the report ‘tracer form’ which will be monitored by Faculty Officers.

Departments are not obliged to act on the comments made in external examiners reports. However, these comments should be carefully considered and reasons given in feedback to external examiners and faculties for not implementing any suggested changes.

The timescale for feedback to external examiners regarding any particular issues raised relating to programmes of study is to be determined by the Faculty, in consultation with the Department. Feedback on issues relating to issues raised for the attention of the University will be provided annually via email.
14. RAISING CONCERNS
If external examiners have any concerns regarding any part of the process, these should be raised with the Department in the first instance to enable a speedy resolution. It is usually appropriate to comment on the concern in the written report although, depending on the timing, if it resolved before the report is written this can be emphasised in the report.

Any concerns raised in the written report will be shared with the Faculty (via an appropriate Faculty Officer) and Learning and Teaching Services, who will monitor the action taken to address any concerns.

If the issues raised cannot be resolved to the external examiner's satisfaction at Faculty level, s/he may ask for the report and supplementary documentation to be referred to the Vice-Chancellor for a final decision.

If all internal procedures for dealing with external examiner concerns have been used and result in continuing disagreement, the external examiner may also raise a concern of sufficient gravity with the QAA through the process outlined in Raising concerns about standards and quality in higher education:

15. FEES AND EXPENSES

Learning and Teaching Services pay for reasonable costs incurred by external examiners when attending examination boards, including travel, accommodation, subsistence costs and postage costs incurred. Expenses are claimed using a claim form and on production of original receipts. Claims for expenses can be paid as soon as they are incurred and a claim form is received.

External examiners are paid a fee for their duties according to fee bands based upon student FTEs for the programmes they have been appointed to oversee, and the number of external examiners working on the programme. A supplement is payable for Programme external examiners for overseeing and commenting upon one or more whole programmes of study. The fee bands and Programme external examiners’ supplement are included in the appointment letter to external examiners. Fees are paid upon receipt of the appropriate external examiners’ report(s). Report forms are sent out with appointment letters.

Advice on fees and expenses, the claims process, forms of travel and claims forms, and report forms can be found at:

http://www.sheffield.ac.uk/lets/pp/assessment/external