

Schedule of payments for external examiners

FEES

The formula for the payment of external examiners consists of two parts: a basic fee and a per capita element. The basic fee covers the irreducible load of an external examiner in relation to the setting of assessment and attendance in the University for the last stages of the examination process, while the capitation fee relates to the number of candidates presenting for modules in the subject for which the examiner is responsible. Where the University introduces a new programme of study and appoints an external examiner it may be sensible to involve the external examiner in a review of Level 4 assessments in the first year of operation. If this is done a payment of the basic fee will apply for that year.

The per capita element is calculated on the basis of a fee per candidate per 20 or 30 credit module.

There is a separate set of basic fees for examiners who may be asked to take responsibility for groups of modules separately from any overall responsibility they may have with a particular programme of study. (The normal basic fee is assumed to apply to full qualifications, normally a minimum of 120 credits in duration.)

FIRST DEGREES, UNDERGRADUATE DIPLOMAS AND CERTIFICATES AND MODULES

A basic fee of £120.00 will be payable.

In addition, a fee of £0.90 per candidate per 20 credit module is payable for all modules taken by candidates in levels that contribute to the degree result. For Modern Foreign Languages, a per module fee will be paid for all students registered for modules for credit including level 4.

TAUGHT MASTERS PROGRAMMES/POSTGRADUATE DIPLOMAS AND MODULES

A basic fee of £120.00 will be payable.

In addition a capitation fee of £2.60 per candidate per 30 credit module will be payable.

COLLABORATIONS: EXTERNAL EXAMINERS WORKING IN PARTNERSHIP WITH ANOTHER INSTITUTION

A capitation payment will be made of £5.40 per student per completed year (this assumes a student load of 120 credits per year. This will be pro-rata for smaller awards).

MAXIMUM FEE

A maximum fee of £825.00 will be payable to any one examiner for a taught course in one year.

EXTERNAL EXAMINER FOR PROGRESS AND AWARD

A fee of £200.00 per day will be paid to the External Examiner for Progress and Award.

PGCE EXTERNAL SUBJECT ADVISORS

External Subject Advisors (EAs) receive an annual payment of £120 per subject **area**.

VISITS

For an examiner who needs to be at York St John in order to view student performances or to visit placements (in addition to that for moderation and assessment panel purposes) a daily fee of £150 may be paid. Programme teams will discuss this as appropriate with the Registrar.

EXPENSES

The University will meet all reasonable claims for the re-imbusement of travelling, subsistence or other expenses incurred by external examiners in the discharge of their duties. These are paid gross. Claims should be made on the form supplied, supported by receipts. Completed claim forms should be returned to the Registrar. Claims are authorised for payment as soon as possible and will be paid on the next available pay roll run at each month end.

INCOME TAX

The Inland Revenue normally requires the University to deduct income tax at the standard rate directly from payments made to external examiners unless a certificate of exemption is produced.