

# **Liverpool Hope University**

## ***External Examiner Guidance:***

### ***2024/25***

## **Guide 6: Reports, Forms Fees and Other Practical Matters**

University Executive Managers



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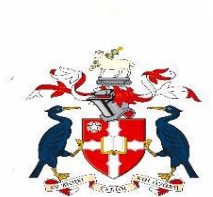
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# The Schools/ Departments and Your Key Contacts



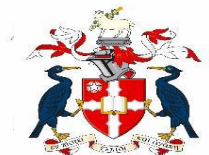
- ☐ The practical aspects including processing your forms and making payments is the **responsibility of the University's Faculties and Schools.**
- ☐ Your subject area(s) will sit inside one of these as shown here:  
<https://www.hope.ac.uk/studyathope/faculties/>
- ☐ You will be contacted by a range of people in relation to your role, from academic colleagues to subject administrators. Should you have any general questions in relation to any of the issues in this presentation, in the first instance, please contact the relevant School email address on the 'contact us' section on the relevant webpage from above.



# Examining Bodies



- ❑ There are a range of examining bodies at Liverpool Hope but the main one you are expected to input into is the School/Faculty Continuation and Award Board
- ❑ The subject team is responsible for formally **inviting you to attend** the relevant ones for the subjects for which you are an examiner. If they have not done this, please let us know by contacting us as highlighted on slide 3.
- ❑ Some meetings are virtual but should meetings be taking place face-to face, an administrator from the University will contact you to arrange any accommodation and/or travel arrangements to enable you to attend these meetings (please note that the University has good-quality accommodation on campus for guests and has a policy of accommodating examiners in this rather than paying for external accommodation).



# Right to Work Checks



- ❑ The University has a **legal requirement to carry out a 'Right to Work Check'** on all examiners. Details about 'right to work' can be found at:  
<https://www.gov.uk/check-job-applicant-right-to-work>
- ❑ As part of our ongoing assurance that we are meeting our legal obligations, **we are required to verify original 'right to work' documents** (as listed on Slides 6 and 7). A member of Hope staff will contact you to arrange to verify this. In some instances, we can do this online depending on your circumstances.
- ❑ It is **vital that we verify this before you undertake any work for us** as failure to do so will result in the University being unable to pay your annual fee and in the possibility that we will not be able to employ you as an examiner.



# Lists of acceptable documents for right to work checks

## **List A - Acceptable documents to establish a continuous statutory excuse**

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8. A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

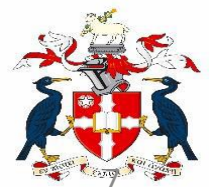


## **Lists of acceptable documents for right to work checks (contined)**

### **List B – Acceptable documents to establish a statutory excuse for a limited period of time**

<b>Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave</b>
1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

<b>Group 2 – Documents where a time-limited statutory excuse lasts for 6 months</b>
1. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive



# Expenses and Fees



- ☐ If you incur any **other reasonable expenses** in relation to your attendance at the meetings such as taxi fares, food, travel in your own vehicle rather than via public transport, etc, please retain the receipts and submit these on the expense claim form which can be obtained from the relevant School/Faculty administration team. Please note that the University has a policy in relation to allowable expenses and claim limits. Where relevant, this information will be sent to all examiners in advance of exam boards/meetings.
- ☐ Any allowable expenses will be **paid directly into the bank account** specified on the claim form.
- ☐ **Your examiner fee** – payment of the annual examiner fee is subject to the acceptance of your annual report by the University (see later on for details of the report template). Please complete the **Examiner Fee Payment form** and return this to us along with your annual report. The examiner fee payment form will be sent to you after the Exam Board. Note: The University can not pay this fee until we have obtained satisfactory evidence of your right to work in the UK. Please note that the examiner fee is subject to tax and National Insurance.





# Annual Examiner Report



**The Annual Report** – Following on from your attendance at the relevant examiner meetings, you should produce your annual report. The template report will be emailed to you in due course. Please use the report template sent to you rather than any copies you may have retained from previous years. The template can be found here under section 6 on the ‘Forms’ tab :

<https://www.hope.ac.uk/aboutus/governance/academicquality/handbooksandforms/>

Note: you should produce a **separate report** for **each programme/award** for which you are the examiner and not one single aggregated report.

**How and when to return the report** – The University will email to advise you of how to return your completed report and the deadline for doing so.

