

External Examiner Payment Bands

Band	Number of students examined	Flat Fee (£)
A	1 -10	250
B	11 - 100	500
C	101 - 150	750
D	151+	950
E	Ad Hoc	Ad Hoc

Examples to illustrate:

- The MPharm is a single programme with 499 current students and four EEs. Each EE is responsible for 125 students, so is allocated Band C.
- MA Archaeology of the Middle East is a new programme with less than 10 students. The single EE will be allocated Band A.
- The Department of Archaeology has 175 UG students on various programmes, examined by two EEs. They are responsible for 88 students each, and are allocated Band B.
- IWLP Arabic has one EE who is automatically allocated Band A regardless of student numbers.

External Examiner Fees

Following research into successful practices at other institutions, in November 2014 the University Board for Teaching and Learning agreed a new system for determining fees for External Examiners (EEs).

External Examiners will be allocated a payment band according to the total number of students examined by each EE, with no distinction between subject area or level of study. Once allocated, an EE will remain in the same payment band for the duration of their four year term, unless there is a significant increase or decline in student numbers.

The majority of EEs will be allocated Band B (£500) which becomes the standard fee for external examining at Reading.

Band E (Non-Standard Fees) is also included in recognition that sometimes EEs take on additional responsibilities part way through an academic year, often at short notice (eg. to cover sickness absence of a co-examiner) and we wish to retain the flexibility to adjust a fee accordingly, subject to the normal minimum payment of £250 and the normal maximum payment of £950.

Three categories of examiner will be attributed a specific band regardless of student numbers due to the exceptional circumstances of these programmes:

Programme	Band
IWLP and ISLI	A
Greenlands' MBA	D
PGCE & QTS	B

For EEs who examine programmes or modules also offered at UoRM, an additional flat fee of £300 shall be paid in addition to their normal band fee. This shall also apply to the BA in Accounting as delivered in collaboration with Beijing Institute of Technology.

Transition arrangements

The new system will be implemented for the 2014-15 academic year. For the remainder of their four year term, all continuing EEs will be allocated a payment band and will be paid the higher of (a) their fee in 2013/4, or (b) the fee according to the payment band they have been allocated. This is to ensure that no EE will be

disadvantaged by transition to the new system. All EEs who are new to the University from October 2014 will be paid according to their allocated payment band.