
Guidance 3viii External Assessors – Criteria for Appointment and Fee Information

The appointment of External Assessors

Please note that all External Assessors (EAs) will be required to undertake a 'Right to Work (RTW)' check, in accordance with the UKVI regulations, to ensure EAs eligibility to work in the UK.

Appointments should be made following the criteria detailed below:

1. **An External Assessor's academic/professional qualifications should be appropriate to the proposal to be validated/reviewed.**
Both the level and the subject of the assessor's qualifications should generally match the proposal to be validated or reviewed. In many cases practical or professional skills/achievement may be equally relevant. At least one External Assessor must also have appropriate recent, but not necessarily current, experience and knowledge of UK Higher Education – such as recent experience of teaching and assessing on UK HE qualifications or setting the standards of such qualifications. For validating or reviewing apprenticeship and/or Distance Education programmes, experience of delivering apprenticeship/Distance Education programmes is highly recommended.
2. **An External Assessor should have appropriate standing, expertise and experience to maintain comparability of standards.**
This may be indicated by:
 - the present (or last, if retired) post and place of work
 - the range and scope of experience across higher education/professions
 - current and recent active involvement in research/scholarly/professional activities in the field of study concerned
3. **External Assessors should be drawn from a wide variety of institutional/professional contexts and traditions in order that the programme benefits from wide-ranging external scrutiny.**
There should not be:
 - more than one assessor from the same institution on the Panel
 - reciprocal external assessing or external examining between programmes or departments in two institutions over the last three years
4. **External Assessors should be impartial in judgement and should not have previous close involvement with the University or collaborative partner which might compromise objectivity.**
Over the last three years, the proposed External Assessor should not have been:
 - a member of staff, a governor, a student, or a near relative of a member of staff of the University/partner
 - an External Examiner on a cognate subject/programme in the University/partner or a collaborative partner institution (for proposed External Assessors who have recently externally examined a single research degree, please consult with the relevant Quality Enhancement Manager)
 - involved as External Examiner for the proposal when it was approved by another validating body
 - a member of staff at the University/partner, or

- teaching on a Middlesex University Award run by a collaborative partner institution
 - involved with the University or collaborative partner in any capacity. It should be noted that any written or verbal communication with the University or partner in advance of the event will compromise the objectivity of the external assessor
 - involved in the development of the programme or its component parts, for example as an external consultant
5. **External Assessors should not normally be a member of a Panel if they have been an External Assessor at MU in the last 12 months. They can only be used twice within a 24 month period and then not again for three years (as per criteria (4) above).**

Exceptions to criteria 3 and 4 for External Assessor arrangements may occur in programme areas where the number of experts is limited. In these circumstances AQS asks the Faculty for confirmation that the external is objective and impartial in their role. Judgement will then be made by the Director of AQS. Advance HE may be a useful source for External Assessors (<https://www.advance-he.ac.uk/>)

An External Assessor's permanent residence must be located in the UK, they must also be eligible to work in the UK and complete the appropriate right to work requirements for the university.

External Assessor's fees

Fees payable are:

- £150 (gross) for reading that is required prior to the validation/review event
- £150 (gross) for each day of attendance at the event
- £150 (gross) should there be a day of no activity in between meetings

The above includes reviewing the unconfirmed report and scrutinising and commenting upon team responses to conditions and recommendations (as agreed at the event). For Assessors who are appointed for validation by correspondence, a fee of £150 (gross) is payable upon the University receiving the Assessor's written comments by the agreed deadline.

Please note that no fee is payable for the time spent travelling to and from the event.

Under current tax regulations fee payments are subject to the deduction of tax and National Insurance. Exceptions are very rare and will necessitate clearance by the Inland Revenue before fees can be paid gross.

Travel and accommodation arrangements

An External Assessor can book and claim travel, accommodation and other subsistence (no alcohol will be reimbursed). The External Assessor can claim expenses by completing the latter part of the External Payroll Payments form (EPP) which is provided by the Officer. In all cases, receipts must be submitted with any claim for expenses. Payment of expenses will be made without deduction of tax.

When the External Assessor books their own rail or air travel, fares will only be reimbursed for economy class.

The University reserves the right to decline payment, either in part or in full, of any expense item it considers unreasonable or excessive. Detailed guidance on expense claims can be obtained from the Officer.