**External Examiners - Flowchart**

Once the Appointment Form has been approved by the Head of School, as part of the workflow, an email will be automatically sent to the External Examiner, including the **Domestic/Non-Domestic Payroll Form** (whichever is appropriate) for completion. Once submitted, an auto-generated email is sent from payroll@tudublin.ie to the examiner requesting supporting documentation for Payroll setup.

School Office forwards information, (including, but not limited to the following) to Examiner:

* Programme Document
* Previous Examination Papers
* Assessment Exemplars
* Schedule for forthcoming assessments
* Schedule for forthcoming Module/Progression & Award Boards
* [External Examiner Report Form (Word Version)](https://www.tudublin.ie/media/website/explore/about-the-university/academic-affairs/documents/External-Examiner-Report-Template-%28Word-Version%29.docx)
* [P8 Form](https://www.tudublin.ie/media/website/for-staff/finance/documents/P8-Form.xlsx)

The list of UPB-noted Examiners is received by Academic Affairs for issue of appointment packs via qualityframework@tudublin.ie

As requested in the appointment letter, Examiner returns one signed copy of Terms of Information to Academic Affairs.

This triggers Academic Affairs to complete the online [Appointment Form](https://eur05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2Fe%2FX7K7fTnD1M&data=05%7C02%7CCarole.Redmond%40TUDublin.ie%7C0d97e7bfa6594efd66a808dca7054021%7C766317cbe9484e5f8cecdabc8e2fd5da%7C0%7C0%7C638568888422783261%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=mxOo2FzNX0MGvSj1BAZGHuELasz0iXkazQg50Pjt5%2F4%3D&reserved=0)

The form will be automatically routed to the Head of School for approval within 30 days. HoS will get an email/Teams notification and reminders.

**External Examiner Report Form** is signed by the Head of School.

Once Report form has been received in the School, [**P8 Form**](https://www.tudublin.ie/media/website/for-staff/finance/documents/P8-Form.xlsx)can be returned by the Examiner to the School Office. The School Office completes the [External Examiner/Assessor Claim Form](https://forms.office.com/e/yrrTPWWwHX), attaching the completed P8 Form and receipts as appropriate. NOTE: Claimant must have a TU Dublin Payroll Number before submitting a claim.

Pack posted from Academic Affairs includes:

* **Appointment Letter**
* **Terms of Information** document (x2 copies), both to be signed by the External examiner.

One to be retained and one to be returned to Academic Affairs for file.

* **Fee & Expenses Claims Guidelines**

External Examiner is appointed per the [External Examiner Policy](https://www.tudublin.ie/media/website/explore/about-the-university/academic-affairs/documents/External-Examiner-Policy-V1.pdf): Completed [**Nomination Form**](https://www.tudublin.ie/media/website/explore/about-the-university/academic-affairs/documents/12.-%28b%29%28i%29-External-Examiner-Nomination-Form-%281%29.pdf)prepared by Head of School, goes to Faculty Board for approval and a full listing of Faculty approvals is noted at the University Programmes Board (UPB)

The form will be automatically routed to the Head of School for approval

Once the claim is in order, fee and expenses are paid to the examiner via Payroll

Payroll sets up COREpay record. Examiner should advise the School of their staff/payroll number as soon as possible.