



NCG External Examiner

Guidance



2025-26

Welcome to NCG

Welcome, and thank you for working with us as an External Examiner at NCG.

NCG is one of the UK's leading providers of education, training, and employability. At the heart of everything we do is a simple purpose: **to enable social mobility and economic prosperity through exceptional education**. We deliver our provision through a diverse group of colleges and valued partnership arrangements.

Our higher education programmes are delivered at Newcastle College, Kidderminster College, and Carlisle College, as well as through a range of strategic partnerships. We currently offer a broad portfolio of programmes, including:

- Foundation Degrees
- One-year Top-up Honours Degrees
- Three-year Honours Degrees
- Postgraduate Certificates in Teaching
- Master's Programmes
- Higher National Diplomas and Certificates
- Certificate of Higher Education

We work closely with local and national employers to ensure our provision remains relevant, responsive, and aligned with sector needs. Above all, we are committed to maintaining high academic standards and delivering an excellent learning experience for our students.

Creating an inclusive, supportive, and equitable learning environment is central to our values. We want every student to feel respected, encouraged, and able to succeed. As an External Examiner, your insight, experience, and constructive feedback play a vital role in helping us achieve this, and we truly value your contribution.

Further information about NCG, including our Academic Regulations and policies, can be found on the NCG website. If you need any additional support, please don't hesitate to get in touch.

Role and Responsibilities of External Examiners

External Examiners play a critical role in maintaining academic standards and ensuring the integrity of assessment processes across higher education. Their principal function is to provide independent assurance that students are assessed fairly and consistently in relation to their peers within NCG and across the wider UK higher education sector.

External Examiners are responsible for verifying that:

- The degree-awarding body (NCG) maintains threshold academic standards for its awards in alignment with the Frameworks for Higher Education Qualifications and relevant Subject Benchmark Statements.
- Standards of student performance are broadly comparable with those of similar programmes or subjects at other UK higher education institutions.
- Standards of student performance are applied consistently across NCG, including for all students undertaking the same award(s).
- Assessment processes are rigorous, fair, and aligned with the intended learning outcomes of the programme(s) and are conducted in accordance with NCG Higher Education Academic Regulations.
- Procedures relating to mitigating and extenuating circumstances, academic integrity and misconduct, and borderline performance are applied fairly and consistently in line with NCG Higher Education Academic Regulations.

External Examiners are expected to:

- Familiarise themselves with the contents of this External Examiner Guide.
- Familiarise themselves with [NCG Higher Education Academic Regulations](#).
- Watch the NCG Higher Education External Examiner Guidance Training video.
- Participate in decisions relating to the recommendation of awards and student progression by attending relevant examination boards (MAPs).
- Externally moderate a sample of assessments within their area of subject or professional expertise.
- Engage (where applicable) in discussions and decisions concerning programme modifications such as amendments to assessments and assessment materials.
- Notify NCG of any change to contact details/email address by emailing externalexaminers@ncgrp.co.uk

External Examining Contractual Responsibilities

External Moderation of Module Guides

At the beginning of the academic year (usually in August, though this may vary depending on the programme start date), External Examiners are sent module guides to externally moderate, along with external moderation paperwork. Module guides are student-facing documents that include key assessment information, such as the assessment brief, deadlines, and grading criteria. Reviewing them helps ensure the documents are clear, informative, and supportive for students.

External Moderation of Assessment Samples

External Examiners will receive a sample of assessments from the programme(s) they are responsible for reviewing. Assessments usually take place in Semester 1 and Semester 2, and programme teams typically provide access to moderation samples at the end of each semester, although this may vary by programme. The Programme Leader will confirm the arrangements and timelines for sending assessment samples for external moderation along with how to communicate any comments to note from external moderation.

Attending MAPs, EE15 Endorsement Form and Annual Reports

External Examiner Annual Report

External Examiners will be invited to attend **Module and Programme Examination Committees (MAPs)**, held at the end of the academic year. These meetings review final module grades, grade profiles, and award classifications once all assessments, marking, and moderation have been completed.

Before attending a MAP, External Examiners are required to complete an **External Examiner Assessment Endorsement form**. Diary invitations and all relevant documentation will be emailed in advance.

External Examiners must submit an annual report to the NCG within 28 days of the MAP

The report is completed through an online Microsoft Form, which will be shared in advance and collects feedback on modules that have been externally examined. External examiners are expected to make comment on the following areas:

- The appropriateness of academic standards
- The fairness and effectiveness of assessment processes
- The relevance and currency of assessments and module content
- Any examples of good practice

All sections of the report must be completed. If a report is submitted partially, External Examiners will be asked to resubmit it.

Once submitted, the report will be shared with the programme team, who will respond within 28 working days.

External Examiner Mentor Reports

External Examiners who also act as mentors are required to submit an additional report in line with the terms of their appointment. This report helps identify areas for improvement in the External Examiner guidance and training materials.

Support and Materials Available for External Examiners

The NCG website has a dedicated website which provides information and houses useful documents for all current and new [NCG External Examiners](#) including resources specifically relating to External Examining at NCG along with wider reading resources. The website also houses a short NCG Higher Education External Examiner Guidance Training.

Mentoring Opportunities

When an external examiner is appointed and has no previous external examining experience at other Higher Education Institutions, they will be offered the opportunity to work with a mentor. The mentor will be an experienced NCG External Examiner who can provide guidance based on their own practice.

Mentoring will be discussed with all newly appointed external examiners. If a mentor is required, the External Examiner Administration Team will contact current external examiners to invite expressions of interest. External examiners who take on mentoring responsibilities will receive an additional £120 fee, paid on top of their standard external examining fee.

External Examining FAQ Sessions

FAQ sessions for External Examiners will be delivered twice annually, during the Summer and Winter periods. Attendance is optional and provides an opportunity to raise questions or request clarification regarding the Annual Report process. Sessions will be conducted online via Microsoft Teams, and all External Examiners will be notified of the scheduled dates and times by email.

Campus Visits

In line with the NCG Environmental Strategy and our commitment to sustainability, MAP committees will be conducted online as the default approach, reducing the need for travel and campus visits. External examiners will also be encouraged to engage with programme teams and students through online meetings wherever possible.

Campus visits will only be arranged where necessary, such as for practical assessments or programmes that rely heavily on specialist resources. In such cases, suitable dates and agendas will be agreed with the programme team. Travel and accommodation (if required) can be booked via externalexaminers@ncgrp.co.uk and will adhere to the guidance and limits outlined in the Fees and Expenses section of this handbook.

External Examiner Fees

Annual Report Fees

Annual fees for External Examiners will be confirmed upon appointment and specified within the contractual documentation. External Examiner fees and expenses must be submitted for reimbursement within **one month** of completing the Annual Report and EE15 assessment endorsement form.

All claim forms, accompanied by the appropriate receipts, must be forwarded to **externalexaminers@ncgrp.co.uk**. In accordance with NCG policy, expenses will only be processed where valid receipts are provided. Claim forms can be accessed via the NCG website.

Due to HMRC legislation introduced on 6 April 2017, we must confirm your employment status before any payment can be made. External Examiners who are verified as self-employed can be paid without tax or National Insurance deductions. To confirm this status, you must provide:

- A completed HMRC Check Employment Status for Tax (CEST) assessment and its outcome
- Your Unique Taxpayer Reference (UTR)

If you are not registered as self-employed, payments will be made through the payroll system. Please refer to the NCG External Examiner Fee and Expenses Claim Form Guidance for full details.

All External Examiners, regardless of how long they have worked with NCG, must also provide:

- A completed External Examiner claim form
- Proof of your right to work in the UK (please bring an accepted document from the checklist so it can be copied)

External Examiner Annual Report Fees 25-26

	Fee	Description
Band A	£350	Module and Award External Examiner with between 1-6 modules
Band B	£450	Module and Award External Examiner with 7-12 modules
Band C	£550	Module and Award External Examiner with 13 modules or more modules
Band D	£700	Module and Award External Examiner with 14-20 modules
	£350	Chief External Examiner for all NCG awards
	£120	External Mentor – supporting a newly appointed External Examiner

Expenses

All expenses must be claimed in accordance with the NCG Expenses Policy. This section provides additional guidance specific to External Examiners and should be read in conjunction with the policy.

Substances

External Examiners may claim reimbursement for up to two meals (breakfast and/or evening meal) when undertaking NCG duties that require an overnight stay away from home. The maximum allowable claim is £20 per day. Hotel tray-service fees will be reimbursed where the total cost, inclusive of food and tray service, does not exceed £20.

Breakfast is provided as standard for all overnight stays arranged through the approved travel and accommodation booking process, unless an alternative arrangement has been requested.

Reimbursement for alcohol is not permitted.

Accommodation and Travel

Hotel accommodation and travel arrangements must be booked via **externalexaminers@ncgrp.co.uk** in accordance with NCG processes and procedures. The usual maximum accommodation rate is £125 per night, or £175 for London. Where an External Examiner elects to stay with a friend or relative in lieu of hotel accommodation, a £25 payment may be claimed.

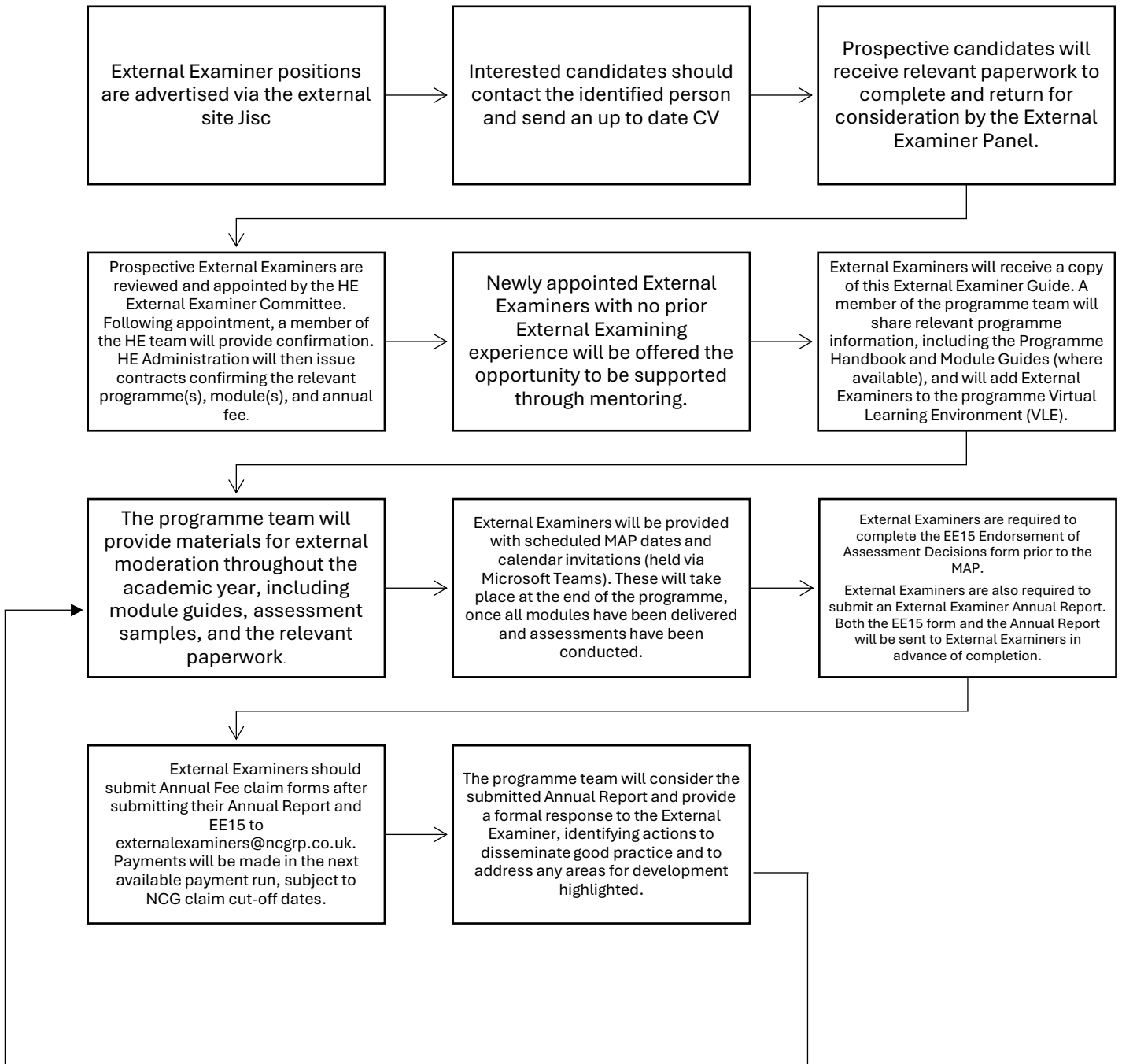
A minimum of three weeks' notice is required for all travel notifications, including dates, times, and journey details. Taxi travel may only be claimed where justified (e.g. cost efficiency, time constraints, or personal safety) and must comply with the NCG Expenses Policy. Receipts are required. Tips are not reimbursable.

External Examiners using their own vehicle for NCG duties must ensure that the vehicle is insured for business travel and must sign a declaration confirming this. Mileage will be reimbursed in line with HMRC approved rates, as set out in the NCG Expenses Policy.

NCG Claim and Payment Cut off Dates 25-26

Month	Cut of Date	Expected Payment
May	21/05/2026	29/05/2026
June	21/06/2026	30/06/2026
July	21/07/2026	31/07/2026
August	21/08/2026	31/08/2026
September	21/09/2026	30/09/2026

NCG External Examiner Typical Annual Workflow



Thank you for taking the time to review this information and for your continued support in enhancing the student experience at NCG. Your contribution is highly valued. If you have any questions or require further clarification, please do not hesitate to get in touch via **externalexaminers@ncgrp.co.uk**.

2025-2026