



External Examiner New User Registration

Taught Provision

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Introduction

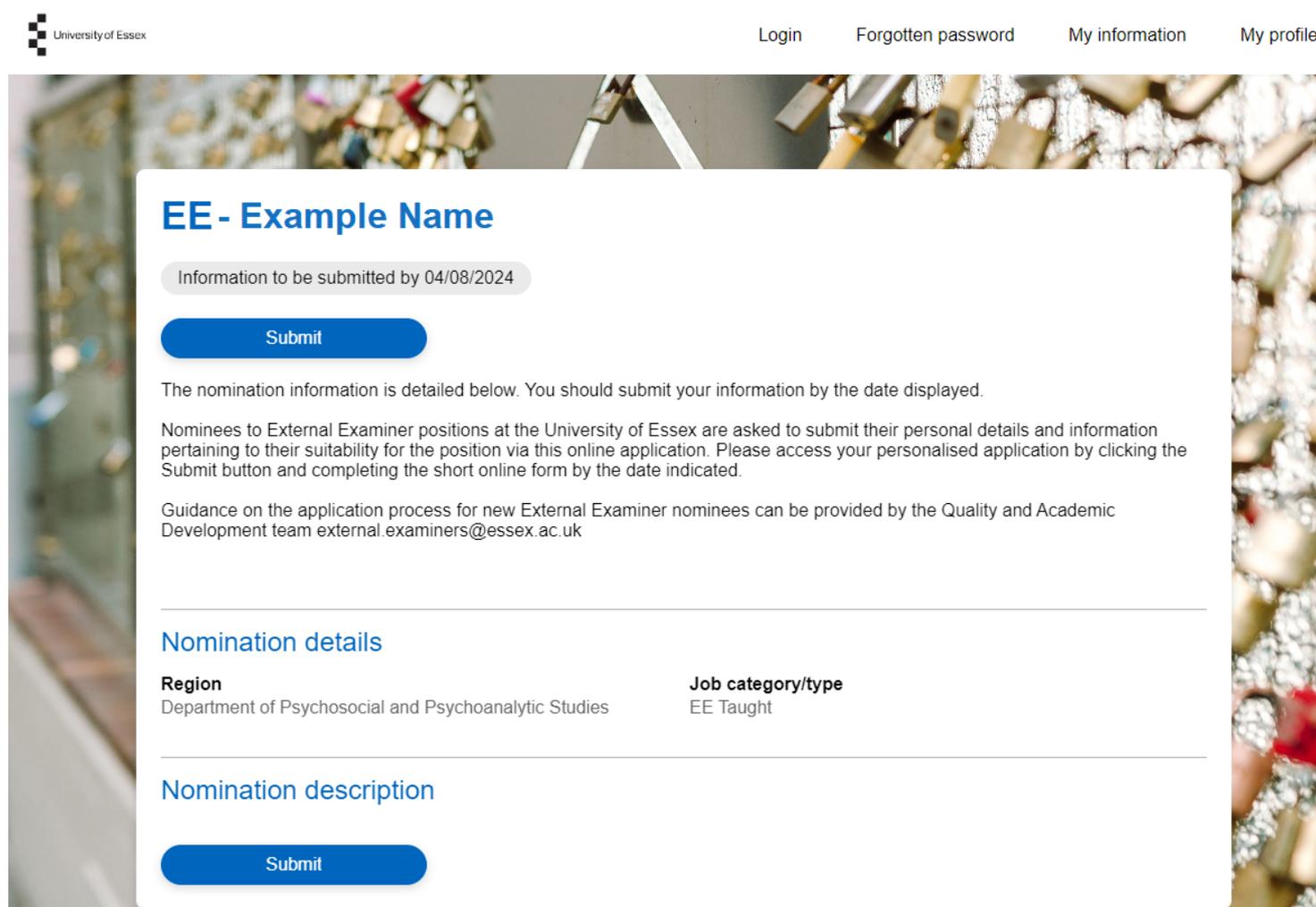
This guidance document is for new nominees for External Examiner positions at University of Essex departments. Once a department has informally approached you for your agreement to undertake an External Examiner position with them, you will need to fill out an online application for the role and provide the University with your personal details.

A member of your appointing department will send you an email with a unique weblink for submitting your details. When this has been received, click on the contained link to begin the application process.

New user registration

Once you have clicked on the weblink which has been sent to you, you will see the following screen. This will tell you the date when your **information is to be submitted by**. Please ensure you have completed your application by this date.

To progress with the application, click the **submit** button in the bottom right-hand corner.



The screenshot shows a web page for the University of Essex. At the top left is the University of Essex logo. At the top right are navigation links: Login, Forgotten password, My information, and My profile. The main content area is a white card with a blue header 'EE - Example Name'. Below the header is a grey box containing the text 'Information to be submitted by 04/08/2024'. Underneath is a blue 'Submit' button. The text below the button reads: 'The nomination information is detailed below. You should submit your information by the date displayed. Nominees to External Examiner positions at the University of Essex are asked to submit their personal details and information pertaining to their suitability for the position via this online application. Please access your personalised application by clicking the Submit button and completing the short online form by the date indicated. Guidance on the application process for new External Examiner nominees can be provided by the Quality and Academic Development team external.examiners@essex.ac.uk'. Below this is a section titled 'Nomination details' with two columns: 'Region' (Department of Psychosocial and Psychoanalytic Studies) and 'Job category/type' (EE Taught). At the bottom of the card is another blue 'Submit' button.

On the next screen, you can click the **new user registration** button to register an account for submitting your personal details.

Submit information

Please enter your user name and password. If you have forgotten your password please use the link below. If you are a new user, select the new user registration link.

User Name* (required)

Password* (required)

Log in

[New user registration](#)

Register as a new user

[Forgotten your password?](#)

The new user registration process will ask for the following details. Please note that the red asterisks denote compulsory fields. You will need to complete all sections of the registration form. Please use your home institution email where possible. Once complete, click **Submit** in order to move through to your nomination summary.

New user registration

Please enter your details. Your email address will default as your user name.

Your password must be a minimum length of eight characters and contain both upper and lower case and at least one numeric character.

If you are a current member of University staff please return to the log in screen and sign in using your existing University network log in details.

Title * (required)

Please select

Forename * (required)

Surname * (required)

Email address * (required)

Confirm email address * (required)

Password * (required)

Confirm password * (required)

Submit

Your **nomination summary screen** will indicate which sections of your nomination have been completed. There are two pages which you will need to complete before your application can be submitted: **Your Details** and **Supporting Documents**.

Welcome back

Nomination summary: EE- Example Name

Pages

Please complete the pages as listed below. The icons will indicate when a page is completed which will help you to track your progress.

- Your Details
- Supporting Documents

Other options

-  Print preview
-  View job profile
-  Delete

If you have any problems please contact external.examiners@essex.ac.uk

Submit

Your Details

The **Your Details** page asks for you to submit your personal details, home contact information, current employment details, and information pertaining to your suitability to the role. Your statement on your suitability and verifying that you do not have any conflicts of interest should be made with reference to the University of Essex's [criteria for appointing External Examiners](#).

Screenshots of the fields required for this section of the application are available across the following pages of this guidance.

Your Details

Page 1 of 2

Personal Details

Please enter your legal name. This is the name you are called according to law.

Title * (required)

Forename * (required)

Surname * (required)

Preferred name

Preferred Surname

Email address * (required)

Sensitive Information

Date of birth * (required)

Gender * (required)

Nationality* (required)
British (not Channel Islands or IOM)
National insurance no.

Home Contact Details

Please provide at least one telephone contact number.

	Contact detail	Contact type
⋮	<input type="text"/>	User e-mail address
⋮	<input type="text"/>	UoE E-mail address (automatic)
⋮	<input type="text"/>	Mobile telephone

	Address type	Mailing address	Number/Street	House Name	Local Area	POSTTOWN	County	POSTCODE	Country
⋮	Secondary address	No	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>
⋮	Primary address	Yes	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>

Current Employment Details

Company name* (required)

Job title* (required)

Employment start date (dd/mm/yyyy)

Add another

Remove

	Company name	Job title	Employment start date (dd/mm/yyyy)
⋮			
⋮			

Suitability

Further details on conflict of interest can be found on the [webpage](#).

Are there any conflicts of interest? * (required)

Details of any conflict of interest

Experience as an external examiner * (required)

Please give details or enter 'none' if you do not have any other external examiner responsibilities.

Other external examiner responsibilities * (required)

Save and Next

The online form requires confirmation of your suitability for the role in conjunction with the University of Essex's [criteria for appointment](#). This includes ensuring that there are no risks of real, or perceived, conflicts of interest (for example, close personal or professional relationships with staff or students in your appointment department) and information about previous and/or current External Examiner roles. In order to minimise the risk of excessive workload during peak periods of the academic year, our criteria asks that our External Examiners do not hold more than two other positions as taught programme External Examiners at other institutions simultaneous to their role with Essex.

Once you have completed and checked your details, click **Save and Next** to proceed to the next stage of registration and uploading your supporting documentation.

Supporting Documents

Supporting Documents

Page 2 of 2

Document Uploads

Please upload a copy of your most up-to-date CV and a document to evidence your Right to Work in the UK in line with the following requirements:

- **UK and Irish Passport Holders** do not need to upload any documents at this stage of the application. You will be contacted later in the process with instructions on how to verify your passport via an Identity Document Validation Technologies (IDVT)
- **EU Settled or Pre-Settled Status Holders** should upload a scan of the photo page of your passport or EU ID card, if available. You will be contacted later in your application with instructions on the next stages of the Right to Work checking process.
- **Visa holders** should upload scans of the photo page of your passport and the front/reverse of your Biometric Residency Permit (BRP). You will be contacted later in your application with confirmation of additional documentation required (dependent on visa type) and instructions on the next stages of the Right to Work checking process.

Each attachment will be listed on the **nomination summary** screen.

To attach a document click on the upload file and locate the document you wish to attach. The document filename must be no more than 75 characters long.

The maximum file size is 2MB. File types that can be uploaded are .doc, docx, and pdf.

* (required)

Upload file

Upload Instructions

Each attachment will be listed on the **nomination summary** screen.

To attach a document click on the browse button and locate the document you wish to attach. If you wish to attach more than one document click on the paperclip next to the browse button. The document filename must be no more than 75 characters long.

Save and Previous

Save and Next

All External Examiner nominees are required to upload a current CV as part of their application. Right to Work requirements are dependent on the type of documents and/or visas held by the nominee.

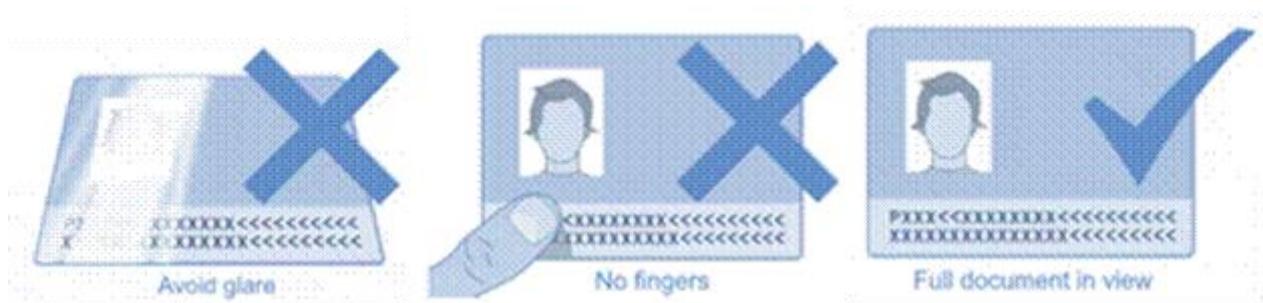
Proof of Right to Work

As an employer, the University of Essex is obliged to ensure that all new External Examiners can provide proof of Right to Work in the UK in line with the Immigration, Asylum and Nationality Act 2006

(Prevention of Illegal Working regulations). This check *must* be carried out prior to the External Examiner undertaking any work. This process may take some time to be fully completed and will include a brief video call, as detailed below.

UK/Irish passport holders

- If you hold a UK or Irish passport **you do not have to upload a scan of your document at point of application**. Only a CV is required to progress your nomination.
- Once your nomination has been approved, the [Quality and Academic Development team](#) will contact you with information on providing your Right to Work details and will trigger a secure TrustID link to the email address you provided during your application. TrustID is an Identity Document Validation Technology (IDVT) approved by the UK government for secure online checking of Right to Work documentation. **TrustID requires that the user take a new photograph of their passport and a 'selfie', so the link must be accessed using a smartphone. TrustID is not compatible with desktop PCs or laptops.**
 - You will receive an email from cloud@trustid.co.uk containing a guest link to the online submission portal.
 - You will need to take a 'selfie' as part of the verification – please ensure you are in a well-lit, but not too bright area, preferably against a blank wall. There should not be anyone else in the picture.
- You will also need to take a photograph of your passport and upload to TrustID– please include the photo page and page opposite. The image should be clear, with all text and details fully legible. Avoid glare on the document and ensure that your fingers do not obscure any of the document.



- Once you have submitted your Right to Work verification, a member of the [Quality and Academic Development team](#) will check the upload and inform you of any issues. If the upload meets the parameters for TrustID approval a member of the team will contact you to arrange a final videocall to verify that the document holder matches the photograph on the document.
- The University uses Zoom as its default video conferencing software, but if there is an alternative system that you would like to use, please let us know and we may be able to accommodate this.

EU settled or pre-settled status

- If you hold settled or pre-settled status under the EU Settlement Scheme you should upload a scan of the photograph page of your passport or your EU ID card alongside your CV at point of application.
- Once your nomination has been approved, the [Quality and Academic Development team](#) will contact you to request a share code for verifying your settlement status.
- You should get a share code from the [UK government website](#) and send the code to external.examiners@essex.ac.uk. A member of the team will contact you to arrange a final videocall to run through the online check with you. Share codes typically expire 90 days after generation, so the video meeting should take place before the code has expired.
- The University uses Zoom as its default video conferencing software, but if there is an alternative system that you would like to use, please let us know and we may be able to accommodate this.

Visas and biometric residency permits (BRPs)¹

- If you hold a visa with a biometric residency permit, you should upload scans of your passport and the front/back of your biometric residency permit at point of application.
 - Dependent on the type of visa you hold you may need to provide additional supporting documentation. A member of the [Quality and Academic Development team](#) will contact you once your nomination has been approved to confirm what else is required to evidence Right to Work.
 - **Skilled Worker visas.** Applicants holding a Skilled Worker visa will be asked to provide: a copy of your Certificate of Sponsorship (CoS) including the Standard Occupation Code (SOC) you are sponsored under; and a letter on headed paper from your employer confirming working hours and pattern (if applicable), plus their confirmation that you are still employed and will remain so for the foreseeable future. Your department will inform the applicant of any safeguards which need to be in place to ensure compliance with terms of a visa.
 - Visa holders will likely be asked for submission of a share code from the [UK government website](#) and send the code to external.examiners@essex.ac.uk. A member of the team will contact you to arrange a final videocall to run through the online check with you.
 - The University uses Zoom as its default video conferencing software, but if there is an alternative system that you would like to use, please let us know and we may be able to accommodate this.

¹ As of publication, the UK government is phasing out use of Biometric Residency Permits with new permits scheduled to expire in December 2024. This guidance will be revised following new guidance from the UK Home Office. Additional information on BRPs can be accessed via [the UK government website](#).

Submission of application

When you have completed this section, click **Summary** and you will return to the **Nomination summary screen**. Once you are happy that all sections and documents are complete, uploaded and correct, click **Submit**. This button will only be active once all mandatory fields in the **Your details** screens have been filled out. The relevant Department will then receive an automated e-mail notification informing them that your appointment details have been completed.

External Examiner

Login
Forgotten password
My information
My profile
Contact us

Carly Log off

Nomination summary

EE - John Smith

Please complete the pages as listed below. The icons will indicate when a page is completed which will help you to track your progress.

Pages

- Your Details
- Supporting Documents

Other options

- Print preview (Opens in new window)

Icon guide

- Mandatory field.
- Help icon guide.
- Mandatory fields complete.
- Mandatory fields incomplete.

The submit button will be activated when all mandatory fields have been completed.

Submit

Selecting delete will permanently remove your information.

Delete

For reference, the information must be submitted by the date shown below.

Nomination details

Nomination	EE - John Smith
Information to be submitted by	21/12/2017

If you have any problems please contact external.examiners@essex.ac.uk

Your nomination to the External Examiner position will then be circulated to the Head of the appointing Department and Faculty Dean of the relevant level/s of provision for approval. Additional information may be requested to facilitate their decision-making.

If your nomination to the position is approved and suitable Right to Work documentation submitted, a member of the [Quality and Academic Development team](#) will send you:

- A contract for the role, including information on [roles and responsibilities](#)
- A schedule of awards and modules you will be responsible for
- A payroll form for returning your bank details
- A copy of the previous External Examiner's final report (if available)

Additional information and guidance on IT systems which will be made available to you during your appointment can be found in the [External Examiner User Guide](#).

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