



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 the 'External Examiner' nomination page. At the top left is the University of Essex logo. Below it is a blue banner with the text 'External Examiner' and a photo of three people. On the left side, there is a navigation menu with links: Login, Forgotten password, My information, My profile, and Contact us. The main content area is titled 'Nomination' and contains the following text: 'The nomination information is detailed below. You should submit your information by the date displayed.' Below this, the 'Nomination details' are listed: 'Nomination: EE - John Smith', 'Information to be submitted by: 21/12/2017', and 'Nomination description'. A 'Submit' button is located at the bottom right of the main content area. At the bottom of the page, there is a footer with three sections: 'GENERAL ENQUIRIES' (University of Essex, Wivenhoe Park, Colchester CO4 3SQ, United Kingdom, +44 (0) 1206 873333, enquires@essex.ac.uk), 'USEFUL LINKS' (Contact us, Jobs, Information for the media, Information for teachers, Information for the local community, Privacy and cookies policy, Disclaimer, A-Z), and 'CONNECT WITH US' (Facebook, Twitter, YouTube, LinkedIn, Instagram). A copyright notice '© 2017 University of Essex. All rights reserved.' is at the very bottom.

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

The screenshot shows a registration form with two input fields: 'User Name' and 'Password', both marked with a red asterisk. Below the 'Password' field, there is a blue button labeled 'New user registration'. To the right of this button is a link that says 'Forgotten your password? Register as a new user'. At the bottom of the form, there are two black buttons: 'Log in' and 'Back to search results'.

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

University of Essex

External Examiner

The asterisk symbol denotes mandatory fields which must be completed

New user registration

Please enter your details below in order to register. Your password must be a minimum length of five characters.

Title *

Forename *

Surname *

Email address *

Confirm email address *

Password *

Confirm password *

Submit **Back**

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**.

External Examiner

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 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.

University of Essex

External Examiner

Login | Forgotten password | My information | Contact us

Carly [Log off](#)

Your Details

Page 1 of 2

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

Title: Miss
Forename: [Redacted]
Surname: [Redacted]
Preferred name: [Redacted]
Preferred Surname: [Redacted]
Email address: test@hotmail.co.uk

Sensitive Information

Date of birth (dd/mm/yyyy): [Redacted]
Gender: Female
Nationality: English
National insurance no.: [Redacted]

Home Contact Details

Please provide at least one telephone contact number.

Contact detail	<input type="text"/>	Please provide at least one phone number and one email address, this will be used for any correspondence from the University.	Add another	Remove
Contact type	<input type="text" value="Please select"/>			
Home telephone	<input type="text"/>		Edit details	
Mobile telephone	<input type="text"/>		Edit details	

Address type	<input type="text" value="Please select"/>	Completing House Name, Number/Street, Local Area, POSTTOWN, County, POSTCODE, Country or Mailing address will require Address type to be completed.	
Mailing address	<input type="checkbox"/>		Your mailing address is the address to which you can be contacted at and to where any correspondence will be sent.
House Name	<input type="text"/>		
Number/Street	<input type="text"/>		
Local Area	<input type="text"/>		
POSTTOWN	<input type="text"/>		
County	<input type="text"/>		
POSTCODE	<input type="text"/>		
Country	<input type="text" value="Please select"/>		
		Add another	Remove

Current Employment Details

Company name *	<input type="text"/>	Completing Employment start date or Job title will require Company name to be completed.	
Job title *	<input type="text"/>		
Employment start date (dd/mm/yyyy)	<input type="text"/>	Completing Company name or Job title will require Employment start date to be completed.	
		Add another	Remove

Preferred Contact Address

Please confirm your preferred contact address

Preferred Contact Address

Suitability

Are there any conflicts of interest?

Details of any conflict of interest

Experience as an external examiner

Other external examiner responsibilities

[Summary](#) | [Save and Next](#)

Once you have completed and checked your details, you can either view them as a **Summary**, or click **Save and Next** to proceed to the next stage of registration.

Supporting Documents

External Examiner

Carly Log off

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Supporting Documents

Document Uploads

In line with the Immigration, Asylum and Nationality Act 2006 (Prevention of Illegal Working regulations) we require a copy of your CV and a copy of a document confirming right to work (usually a UK/EEA passport or identity card). If this is not available, a list of acceptable documents is available on the Human Resources web page <https://www1.essex.ac.uk/hr/policies/docs/RTWdocs.pdf>

Please upload a copy of your most up to date CV and your right to work documents. Scanned copies of right to work documents must be stamped and dated by your organisation.

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

Attachment

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.

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.

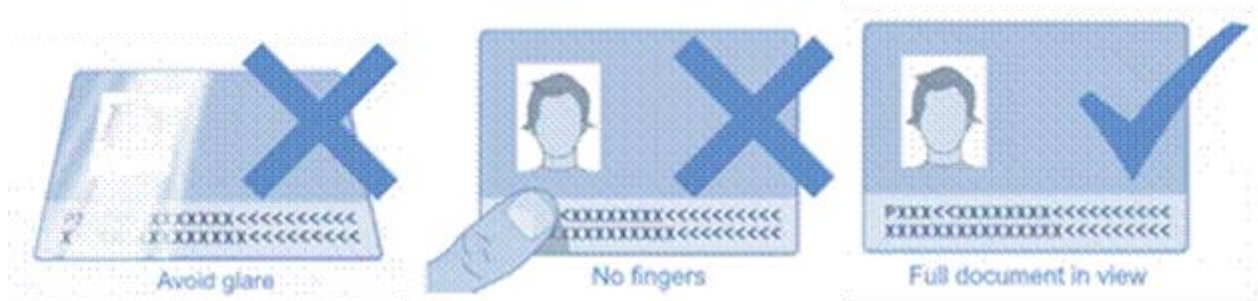
Proof of Right to Work

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.
- 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 upload a picture of your passport – 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.
- 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)

- 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 their Certificate of Sponsorship (CoS) including the Standard Occupation Code (SOC) they are sponsored under; and a letter from their employer confirming working hours and pattern (if applicable), plus confirmation that the applicant is 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.

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

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

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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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