Payments to Examiners

For all International Programmes examinations in 2016-2017
This document outlines the examiners’ fee rates for all University of London International Academy 2016-17 examinations. All examiner fees are subject to revision each year.

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   1.2 External and intercollegiate examiners’ fees

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   2.2 Economics, Management, Finance and Social Sciences (EMFSS)
   2.3 International Foundation Programme
   2.4 English
   2.5 Undergraduate Laws
   2.6 Centre for Development, Environment and Policy (CeDEP)
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   3.6 Annual Board Fees
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Introduction

Examiners' fees and expenses are processed by the University of London International Academy Fees Office. This document outlines the examiners' fees rates for all programmes, including programme specific fees. Once fees are ready for payment the member institutes or International Academy staff inform the Fees Office of fees due including information on the amounts that are to be paid to each board member. All payments must be made in accordance with HMRC’s regulations.

1. Diplomas, First Degrees and Master’s Degrees (except Postgraduate Laws, CeFiMS, Masters in Professional Accountancy and Global MBA)

1.1 Standard fees applicable to all programmes

1.1.1 Papersetting (except for EMFSS and International Foundation Programme)
For each paper set (fee divisible between the examiners taking part)
Full Unit  £288.10
Half Unit (1/4, 1/3)  £192.10

1.1.2 Script Marking (except for International Foundation Programme)
Payable to each examiner for up to two markings
Full Unit  £14.85
Half Unit (1/4, 1/3)  £11.20

1.1.3 Meeting Fee
To each examiner, for attendance at each meeting if summoned by the University  £64.90

1.1.4 For Inspection of work submitted by candidates
Masters Research Project/Dissertation/Reports, per marker  £72.10

1.1.5 Oral examinations (including giving dictation)
Per candidate, to each examiner  £14.70
Minimum fee per day per examiner  £58.00

1.1.6 Board Fee
Board fees are paid to examiners acting at the discretion of the Chair. Allowance should be made for particularly arduous or difficult work and for special duties not covered by pro-rata fees.

Method of calculation:
For each degree/diploma or cohort of degrees, there will be a flat fee payment  £67.90
For each script, once the script mark has been confirmed at the final meeting  £0.90

Example:
A degree programme where there were 800 script marks confirmed by the Board of Examiners, the Board fee calculation would be:  £67.90 + 800 scripts at £0.90. Total Board fee allocation is £787.90.

If the board fee is below £236.60, the minimum fee of £236.60 will be paid.

1.1.7 Chair Fees
Chair fees are paid at the end of an examination session after the board meeting has taken place.

Method of calculation:
For each Chair there will be a flat fee payment  £260.40

In addition, to the flat rate, a fee for each script once the mark has been confirmed at the final meeting  £0.55

Example:
A degree programme where there were 800 script marks confirmed by the Board of Examiners, the Chair fee calculation would be:  £260.40 + 800 scripts at £0.55. Total fee is £700.40

If the Chair fee is below £520.70, the minimum fee of £520.70 will be paid.
1.2 **External and Intercollegiate examiners' fees (except International Foundation Programme)**

1.2.1 External and Intercollegiate examiners fees are only paid once the annual report has been submitted which is required within 4 weeks of the final meeting of the board of examiners.

Method of calculation:
For each External or Intercollegiate examiner appointed a flat fee of £260.40

In addition, the following fees will be added to the flat fee
For each individual examination question paper/assessment task vetted £20.60
For each script for which they are responsible £0.50

Example:
An External or Intercollegiate Examiner on a degree programme, responsible for 15 exam papers for which there are 430 scripts the total fee would be: £260.40 + (15 x £20.60 = £309.00) + (430 x £0.50 = £215.00) Total fee is £784.40.

1.2.2 Meeting Fee
For attendance at each meeting if summoned by the University £64.90

2. **Programme-Specific fees**

2.1 **Computing and Information Systems/Creative Computing**

2.1.1 CIS/Creative Computing Coursework Setting £131.90

2.1.2 Coursework Marking per each assignment
First marker £11.00
Second marker £2.80

For CO0001
First marker £14.60
Second marker £3.70

For unit (CO1108 & CO1112)
First marker £18.50
Second marker £2.80

2.1.3 Project Marking (CO3320)
Per project up to two markers £99.70
Additional marker £25.00

2.1.4 Preliminary Project Report (CO3320)
First marker £26.70
Second marker £5.60

2.1.5 VLE Interaction
6 Hours (Full Unit) £252.50
3 Hours (Half Unit) £126.30

2.1.6 Pre-Examination Tutorial
4 Hours (Full Unit) £168.40
3 Hours (Half Unit) £126.30

2.1.7 Examination Report
Full Unit £520.70
Half Unit £416.60

2.1.8 Coursework Report £260.90
2.2 **Economics, Management, Finance and Social Sciences (EMFSS)**

2.2.1 **Papersetting**
For each paper set (fee divisible between the examiners taking part)

<table>
<thead>
<tr>
<th>Unit</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full</td>
<td>£750.00</td>
</tr>
<tr>
<td>Half</td>
<td>£500.00</td>
</tr>
</tbody>
</table>

2.2.2 **Script Marking for exam papers with Multiple Choice Questions (MCQs)**
Payable to each examiner for up to two markings

- £11.15

2.2.3 **Project Marking (per project up to two markers)**

- Introduction to Information Systems (paper 60) £26.30
- Software Engineering: Theory and Practice (paper 139) £46.80
- Information Systems Project (paper 159) £59.00
- Independent Geographical Study (paper 157) £59.00

2.2.4 **Chief Examiners Fee**

Where appointed should be paid at the following rates:

<table>
<thead>
<tr>
<th>EMFSS</th>
<th>No. of scripts</th>
<th>No. of examiners</th>
<th>Fee</th>
<th>Fee per script</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2001 or more</td>
<td>15 or more</td>
<td>£3,645.40</td>
<td>£0.30</td>
</tr>
<tr>
<td></td>
<td>2001 or more</td>
<td>10-14</td>
<td>£3,124.60</td>
<td>£0.30</td>
</tr>
<tr>
<td></td>
<td>2001 or more</td>
<td>8-9</td>
<td>£2,603.90</td>
<td>£0.30</td>
</tr>
<tr>
<td></td>
<td>2001 or more</td>
<td>5-7</td>
<td>£2,083.10</td>
<td>£0.30</td>
</tr>
<tr>
<td></td>
<td>2001 or more</td>
<td>3-4</td>
<td>£1,041.60</td>
<td>£0.30</td>
</tr>
<tr>
<td></td>
<td>2001 or more</td>
<td>2</td>
<td>£520.80</td>
<td>£0.30</td>
</tr>
<tr>
<td></td>
<td>1001-2000</td>
<td>15 or more</td>
<td>£3,124.60</td>
<td>£0.30</td>
</tr>
<tr>
<td></td>
<td>1001-2000</td>
<td>11-14</td>
<td>£2,603.90</td>
<td>£0.30</td>
</tr>
<tr>
<td></td>
<td>1001-2000</td>
<td>8-10</td>
<td>£2,083.10</td>
<td>£0.30</td>
</tr>
<tr>
<td></td>
<td>1001-2000</td>
<td>5-7</td>
<td>£1,562.30</td>
<td>£0.30</td>
</tr>
<tr>
<td></td>
<td>1001-2000</td>
<td>3-4</td>
<td>£1,041.60</td>
<td>£0.30</td>
</tr>
<tr>
<td></td>
<td>1001-2000</td>
<td>2</td>
<td>£520.80</td>
<td>£0.30</td>
</tr>
<tr>
<td></td>
<td>251-1000</td>
<td>10 or more</td>
<td>£1,041.60</td>
<td>£0.30</td>
</tr>
<tr>
<td></td>
<td>251-1000</td>
<td>8-9</td>
<td>£781.20</td>
<td>£0.30</td>
</tr>
<tr>
<td></td>
<td>251-1000</td>
<td>5-7</td>
<td>£572.90</td>
<td>£0.30</td>
</tr>
<tr>
<td></td>
<td>251-1000</td>
<td>3-4</td>
<td>£468.70</td>
<td>£0.30</td>
</tr>
<tr>
<td></td>
<td>251-1000</td>
<td>2</td>
<td>£364.60</td>
<td>£0.30</td>
</tr>
<tr>
<td></td>
<td>101-250</td>
<td>5 or more</td>
<td>£468.70</td>
<td>£0.30</td>
</tr>
<tr>
<td></td>
<td>101-250</td>
<td>3-4</td>
<td>£364.60</td>
<td>£0.30</td>
</tr>
<tr>
<td></td>
<td>101-250</td>
<td>2</td>
<td>£260.40</td>
<td>£0.30</td>
</tr>
<tr>
<td></td>
<td>51-100</td>
<td>3 or more</td>
<td>£312.60</td>
<td>£0.30</td>
</tr>
<tr>
<td></td>
<td>51-100</td>
<td>2</td>
<td>£156.30</td>
<td>£0.30</td>
</tr>
<tr>
<td></td>
<td>50 or less</td>
<td>2 or more</td>
<td>£104.20</td>
<td>£0.30</td>
</tr>
</tbody>
</table>

If the Chief Examiner Fee is below £208.40, the minimum fee of £208.40 will be paid.
2.2.5 External Examiner Fee

External Examiners will be paid a fee within the minimum and maximum fee range below subject to an evaluation carried out by the LSE Office for University of London International Programmes.

Minimum £759.00
Maximum £3,539.00

2.2.6 Examiners' Commentaries £1,042.40

2.3 International Foundation Programme (IFP)

2.3.1 Papersetting
For each paper set (fee divisible between the examiners taking part)
Mathematics and Statistics, Economics, Pure Mathematics £281.30
International Relations, Politics, Sociology, Social Psychology £192.10

2.3.2 Script Marking
Payable to each examiner for up to two markings £11.20

2.3.3 Chief Examiner Fee
Where appointed should be paid at the following rates:

<table>
<thead>
<tr>
<th>IFP</th>
<th>No. of scripts</th>
<th>No. of examiners</th>
<th>Fee</th>
<th>Fee per script</th>
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<tbody>
<tr>
<td>Mathematics</td>
<td>251-1000</td>
<td>5-7</td>
<td>£572.90</td>
<td>£0.30</td>
</tr>
<tr>
<td>Statistics</td>
<td>251-1000</td>
<td>3-4</td>
<td>£468.70</td>
<td>£0.30</td>
</tr>
<tr>
<td>Economics</td>
<td>251-1000</td>
<td>2</td>
<td>£364.60</td>
<td>£0.30</td>
</tr>
<tr>
<td>Pure Mathematics</td>
<td>101-250</td>
<td>5 or more</td>
<td>£468.70</td>
<td>£0.30</td>
</tr>
<tr>
<td>International</td>
<td>101-250</td>
<td>3-4</td>
<td>£364.60</td>
<td>£0.30</td>
</tr>
<tr>
<td>Relations</td>
<td>101-250</td>
<td>2</td>
<td>£260.40</td>
<td>£0.30</td>
</tr>
<tr>
<td>Politics</td>
<td>51-100</td>
<td>3 or more</td>
<td>£312.60</td>
<td>£0.30</td>
</tr>
<tr>
<td>Sociology</td>
<td>51-100</td>
<td>2</td>
<td>£156.30</td>
<td>£0.30</td>
</tr>
<tr>
<td>Social Psychology</td>
<td>50 or less</td>
<td>2 or more</td>
<td>£104.20</td>
<td>£0.30</td>
</tr>
</tbody>
</table>

If the Chief Examiner Fee is below £208.40, the minimum fee of £208.40 will be paid.

2.3.4 External Examiner Fee £520.80

2.3.5 Chief Examiner Reports and Commentaries
Exam report and commentary (one zone) £530.80
Per additional commentary, as requested by Programme Director £480.30

2.4 English

2.4.1 BA English Creative Writing (EN1022) per marker £63.20

2.5 Undergraduate Laws

2.5.1 Script Marking (payable to each examiner for up to two markings)
October/November Script Marking £19.10
Laws Skills Portfolio Script Marking £11.20

2.5.2 Laws Skills Portfolio £35.90

2.5.3 Dissertation Proposal £35.50
2.5.4 Dissertation
   For first marker £99.70
   For second marker £25.00

2.5.5 LLB Marking Guidelines £106.30

2.5.6 LLB Formative Assessment £21.10

2.5.7 Chief Examiner report
   Standard £364.60
   With commentary £625.10

2.5.8 Chief Examiners

Where appointed should be paid at the following rates:

<table>
<thead>
<tr>
<th>Undergraduate Laws</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of scripts</td>
</tr>
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<td>------------------</td>
</tr>
<tr>
<td>501 or more</td>
</tr>
<tr>
<td>501 or more</td>
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<tr>
<td>501 or more</td>
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<tr>
<td>251-500</td>
</tr>
<tr>
<td>251-500</td>
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<tr>
<td>251-500</td>
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<tr>
<td>101-250</td>
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<td>101-250</td>
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<td>101-250</td>
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<tr>
<td>51-100</td>
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<tr>
<td>51-100</td>
</tr>
<tr>
<td>51-100</td>
</tr>
<tr>
<td>50 or less</td>
</tr>
</tbody>
</table>

2.6 Centre for Development, Environment and Policy (CeDEP).

2.6.1 Per assignment divisible between markers - MSc Agricultural Sciences R106 £22.60

2.7 Humanities Examiners Reports £261.90

   - BA Philosophy
   - BA Theology and Bachelor of Divinity
   - BA English
3 Postgraduate Laws

3.1 Papersetting payable to each examiner (per module set) £121.80

3.2 Script Marking Payable to each examiner (per module marked) £8.10

3.3 Chief Examiners’ Annual Fees

<table>
<thead>
<tr>
<th>Total number of scripts marked</th>
<th>Number of examiners</th>
<th>Base Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>2001 or more</td>
<td>3-4</td>
<td>£847.60</td>
</tr>
<tr>
<td>2001 or more</td>
<td>2</td>
<td>£563.80</td>
</tr>
<tr>
<td>1001-2000 Module scripts</td>
<td>3-4</td>
<td>£658.80</td>
</tr>
<tr>
<td>1001-2000 Module scripts</td>
<td>2</td>
<td>£376.30</td>
</tr>
<tr>
<td>401-1000 Module scripts</td>
<td>3-4</td>
<td>£471.30</td>
</tr>
<tr>
<td>401-1000 Module scripts</td>
<td>2</td>
<td>£376.30</td>
</tr>
<tr>
<td>201-400 Module scripts</td>
<td>3-4</td>
<td>£471.30</td>
</tr>
<tr>
<td>201-400 Module scripts</td>
<td>2</td>
<td>£236.30</td>
</tr>
<tr>
<td>1-200 Module scripts</td>
<td>2</td>
<td>£141.30</td>
</tr>
</tbody>
</table>

3.4 Chair Annual Fees £6,090.00

3.5 Meeting Fee attendance £121.90

3.6 Annual Board Fees

Method of Calculation:
Flat fee payment £67.90
For each script, once the script mark has been confirmed at the final meeting £0.20

If the Annual Board fee is below £730.70, the minimum fee of £730.70 will be paid.

Example:
A degree programme where there were 4000 script marks confirmed by the Board of Examiners, the Annual Board fee calculation would be: £67.90 + 4000 scripts at £0.20. Total Annual Board fee allocation = £867.90

3.7 External Examiners’ Annual Fees

The total External examiners annual fees are split equally between all external examiners and are paid once the examiners report have been submitted.

Method of Calculation:
Flat fee per each examination diet £1,217.70

In addition, the following fees will be added to the flat fee
Per module examination paper vetted £15.30
Fee per module script for which they are responsible £0.31

Example:
In May four external examiners, responsible for 220 module examination papers for which there are 2600 scripts the total fee would be: £1,217.70 + (220 x £15.30 = £3,366.00) + (2600 x £0.31 = £806.00) = £5,389.70. Total fee to one of four external examiners for May examination diet = £1,347.43

3.8 Examiners’ Report £429.20
4. CeFiMS

4.1 Script Marking
Payable to each examiner for up to two markings per script £21.55

4.2 Meeting Fee
To each examiner, for attendance at each meeting if summoned by the University £110.60

4.3 Dissertation Review
Paid for each dissertation reviewed by an external examiner £16.20

4.4 External Examiners’ Fees
External examiner fees are paid once the examiner report has been submitted

Method of Calculation:
Flat fee paid to each external examiner £536.60

In addition, the following fees will be added to the flat fee
For each examination paper vetted £16.90
Fee per each script for which they are responsible £0.70

Example:
An External or Intercollegiate Examiner on a degree programme, responsible for 15 exam papers for which there are 430 scripts the total fee would be: £536.60 + (15 x £16.90 = £253.50) + (430 x £0.70 = £301.00) Total fee is £1091.10.
5 Masters in Professional Accountancy and Global MBA

5.1 Standard Fees for Masters in Professional Accountancy and Global MBA

5.1.1 Meeting Attendance (as required)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Face to face</td>
<td>£64.90</td>
</tr>
<tr>
<td>Online</td>
<td>£30.40</td>
</tr>
</tbody>
</table>

5.1.2 Chair Fee

Chair fees are paid at the end of an examination session after the board meeting has taken place.

Method of calculation:
For each Chair there will be a flat fee payment £260.40

In addition, to the flat rate, a fee for each script once the mark has been confirmed at the final meeting £0.60

Example:
Where there were 700 script marks confirmed by the Board of Examiners, the Chair fee calculation would be:
£260.40 + 700 scripts at £0.60. Total fee is £680.40

If the Chair fee is below £510.60, the minimum fee of £510.60 will be paid.

5.1.3 External Examiners’ Fee

External and intercollegiate examiners fees are only paid once the report for the session has been submitted.

Method of calculation:
Flat fee paid to each external or intercollegiate examiner £260.40

In addition, the following fees will be added to the flat fee
For each examination paper vetted £20.60
For each script reviewed £0.50

Example
An external or intercollegiate examiner responsible for 2 exam papers for which there are 700 scripts the total fee would be: £260.40 + (2 x £20.60 = £41.20) + (700 x £0.50 = £350.00) Total fee £651.60

5.2 Masters in Professional Accountancy Programme Specific Fees

5.2.1 Module Leader
Flat fee per session of study £5,055.00

5.2.2 Online Tutor

Method of calculation:
Flat fee per session of study £506.00

For each individual item of:
Coursework marked £20.30
Project marked £30.40

Example:
An online tutor payment for the Strategic Financial Management module who has marked 50 first courseworks and 50 second courseworks would be: £500.00 + (£20.30 X 50) + (£20.30 X 50) = £2,536.00
5.2.3 Examiner First Marker
Examination paper marking per script £11.20
Coursework paper marking per student studying at a Teaching Institution £20.30
Project paper marking per student studying at a Teaching Institution £30.40

5.2.4 Assessment Second Marker
Based on the sampling method used in the regulations:
Examination paper second marking per script £4.10
Coursework second marking per item £5.10
Project second marking per item £12.20
Report on second marking to Chief Examiner/Moderator £50.60

5.3 Global MBA Programme Specific Fees

5.3.1 Module Leader
Flat fee per session of study (Core and Elective modules) £3,500.00
Flat fee per session of study (Project) £5,000.00

5.3.2 Online Tutor
Method of calculation:
Flat fee per session of study £750.00
For each student coursework/project marked:
Core and Elective modules £20.00
Project £50.00
Example:
An Online Tutor payment for the Accountancy and Finance Core module who has marked 50 courseworks would be: £750.00 + (£20.00 X 50 students) = £1,750.00
An Online Tutor payment for the Project module with 50 projects would be: £750.00 + (£50.00 X 50 students) = £3,250.00

5.3.3 Examiner First Marker
Examination paper marking per script £11.20
Coursework paper marking per module (Core and Elective) per student studying at Teaching Institutions £20.00
Project paper marking per student studying at a Teaching Institution £50.00

5.3.4 Assessment Second Marker
Based on the sampling method used in the regulations.
Examination paper second marking per script £4.10
Coursework second marking per item £5.10
Project second marking per item £12.20
Report on second marking to Chief Examiner/Moderator £50.60
6 Travelling Expenses (all programmes)

6.1 If an examiner who is external to the University is required to attend a practical examination, oral examination, or examiners’ meeting, they may claim the cost of travel. This includes return railway fare in standard class only, underground and/or public road transport such as bus or coach for all necessary journeys actually performed together.

6.2 If an examiner who is a teacher of the University is required to attend a practical examination, oral examination or examiners’ meeting, they may claim the cost of travel from the College or Institute to the University. This includes return railway fare and the cost of travel by underground and/or public road transport such as bus or coach for all necessary journeys actually performed.

6.3 In the event of travel from a vacation address the travelling expenses shall be agreed by the Director of Operations & Deputy Chief Executive of the International Academy Administration before they are incurred.

6.4 Please refer to the examiners webpage http://www.londoninternational.ac.uk/examiners to download the examiner expense form.

6.5 All claims must be supported with actual receipts. Any claims submitted without receipts will not be processed. We advise that you retain a copy of all claim forms and all receipts.

6.6 Please forward all expense claims to the Fees Office Stewart House, 32 Russell Square, London WC1B 5DN.
7 Fees not paid through International Programmes

With the exception of External Examiners Fees, examiner fees for the following courses are not paid through the University of London International Programmes Fees office. Examiners are advised to contact the respective lead college.

7.1 Royal Holloway University of London
   BA Business Administration
   BA History
   MSc Information Security
   MSc International Management and Business
   MSc Petroleum Geoscience

7.2 London School of Hygiene and Tropical Medicine
   MSc Clinical Trials
   MSc Epidemiology
   MSc Global Health Policy
   MSc Infectious Diseases
   MSc Public Health

7.3 Institute of Education
   Master in Research
   MA Education

7.4 School of Advanced Study
   MA Refugee Protection and Forced Migration Studies
Craig O’Callaghan  
Director of Operations & Deputy Chief Executive  
University of London International Academy  

Fees Office:  
Tel: 020 7664 5590  
Email: Examiners.fees@london.ac.uk  

www.londoninternational.ac.uk