

# Payment of Examiners – Guidance on fee rates (from Oct2021)

## Principle

Payments to Examiners is based upon an hourly rate against the [Single Salary Spine](https://www.hr.admin.cam.ac.uk/files/weekly_and_hourly_rates_grades_1_to_8_2022.pdf). The payment includes preparation time and the time taken to mark various categories of work.

## Scope

This guidance covers the payment rates for the following types of examination:

Undergraduate (Lower) Examinations:

* External Examiners
* Examiners responsible for setting a paper
* Examiners not responsible for setting a paper
* Assessors

Postgraduate Taught Examinations

* External Examiners
* Examiners responsible for setting a paper
* Examiners not responsible for setting a paper
* Assessors

Postgraduate Research and Higher Degree Examinations

* Progress examination
* PhD, MSc, MLitt with oral
* PhD, MSc, MLitt without oral
* MPhil by thesis with oral
* MPhil by thesis without oral
* Higher Degrees - Doctor of Divinity, Doctor of Law, Doctor of Science, Doctor of Letters, Doctor of Music
* Other doctoral degrees - Bachelor of Divinity, Doctor of Philosophy (Special Regulations)

For the PG Research examinations, please note some of the examination categories are still under discussions and therefore the payment rates have remained the same for now (you will find these on the claim forms). If new payment rates are established, this will be communicated to Departments and the guidance and claim forms will be updated.

This guidance does not apply to clinically qualified examiners.

## Rate

The rate of pay to external examiners (and internal examiners for PG Research and Higher Degrees examinations) is the equivalent to point 49 of Single Salary Spine.

The rate of pay to all other examiners and assessors is the equivalent to point 45 of the Single Salary Spine.

## Time worked

The fee is calculated by multiplying the rate by the expected time the examiner works.

This section outlines how the expected time should be calculated. Occasionally, the time taken to complete the duties of an examiner or assessor will differ from those outlined below. Examiners and Assessors should discuss this **in advance** with the Exam Board or Degree Committee who will agree an adjustment to the time allowed for the work. A valid reason and/or evidence may be required to demonstrate that an adjustment is necessary.

### Undergraduate and Postgraduate Taught

The expected time worked for undergraduate and postgraduate taught examiners consists of two parts. The first part (preparation) is based on the time taken to perform the duties of an examiner, for example, attending meetings and proofing questions. The second part is based on the time taken to assess the work produced by the student e.g. written exams, coursework, orals etc.

#### Part 1 – Preparation time

The table below outlines the preparation time (‘examining roles’) for undergraduate and postgraduate taught courses.

|  |  |
| --- | --- |
| **Role** | **Preparation time (hours)** |
| External Examiner | 29.2 |
| Examiner responsible for setting a paper | 14.6 |
| Examiner not responsible for setting a paper | 7.3 |
| Assessors | 3.65 |

The duties of the roles can be found in the Examiners guide on the Student Registry website: <https://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/appointment-examiners-and-assessors>

#### Part 2 – Assessing work

The table below outlines the time expected to assess different categories of student work.

|  |  |
| --- | --- |
| Category of produced work | Time taken |
| EM1  Text dense exam answers | 0.25 hours per examined hour |
| EM2  Hybrid exam answers e.g. short paragraph answers | 0.125 hours per examined hour |
| EM3  Simple exam answers e.g. problems | 0.083 hours per examined hour |
| EC  Coursework | 1 hour per 8,000 words |
| EP  Orals, practicals, presentations | 1.25 per examined hours, including breaks and note taking. |

Written exams are categorised into EM1, EM2 and EM3.

### Postgraduate research

The below outline the time taken to assess postgraduate research courses (with no distinction of preparation and assessing time).

|  |  |
| --- | --- |
| Examination | Time (hours) |
| Progress examination | 3.5 |
| PhD, MSc, MLitt and doctoral degrees with oral | 10.3 |
| PhD, MSc, MLitt and doctoral degrees without oral (Examiner of resubmitted thesis) | 7.3 |
| MPhil by thesis with oral | 5 |
| MPhil by thesis without oral | 3 |
| Additional oral examination | 3 |

Where required:

|  |  |
| --- | --- |
| Category of examining | Time (hours) |
| Referee | 7.3 |
| Assessor | 3 |

## Calculating the fee

For Undergraduate and Postgraduate Taught examinations please use the [Calculator spreadsheet](https://www.student-registry.admin.cam.ac.uk/files/payment_calculator.xlsx) to calculate the total fee payable (for both preparation and assessing time).

For Postgraduate Research examinations, the claim form already shows all fees corresponding to each type of examination, therefore you do not need to calculate these.

Please note that examiners of Undergraduate Degree courses (**with the exception of external examiners**) are treated as workers, and are therefore eligible for holiday payment. This will be calculated automatically in the Fee Calculator spreadsheet.