

Before completing this claim form, please read [“Guidance of Fee Rates”](https://www.student-registry.admin.cam.ac.uk/files/payment_of_examiners_-_guidance_on_fee_rates_oct21.docx) and [“Additional Information for Claiming Examination Fees and Expenses”](https://www.student-registry.admin.cam.ac.uk/files/additional_information_for_claiming_examination_fees_and_expenses.docx)

1. **CLAIMANT DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Surname\*** |  |  | **House Name** |  |
| **Forename 1\*** |  | **Number/Street\*** |  |
| **Forename 2** |  | **Local Area** |  |
| **Title** |  | **Post Town\*** |  |
| **Date of Birth\***  DD/MM/YYYY |  | **County** |  |
| **UK NI Number\***  (AA123456A) |  | **Country** |  |
| **Gender (circle)\*** | M F | **Post Code\*** |  |
| **Email Address\*** |  |  | | |

1. **EXAMINATION DETAILS**

**Date or period of Examination(s)**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Module/Examination(s)** e.g. History Part II \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Names of candidates**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **EXPENSES**

Guidance on rates is given in the [Additional Information for Claiming Examination Fees and Expenses](https://www.student-registry.admin.cam.ac.uk/files/additional_information_for_claiming_examination_fees_and_expenses.pdf)

|  |  |  |
| --- | --- | --- |
|  | **Description** | **Cost** |
| **Travel** |  |  |
| **Subsistence** | *If an internal examiner entertains the External Examiners, please give details of person(s) included in the claim.* |  |
| **Other Expenses** |  |  |
| **Total Expenses** | |  |

1. **PAYMENT DETAILS**

#### University of Cambridge employee

If you are a University of Cambridge employee, provide the **8-digit** Employee Number from the centre of your payslip. **You will be paid with your monthly salary subject to tax and NI.**

If claiming reimbursement of expenses, please provide the last 4 digits of your bank account number used by Payroll.

#### Non-University of Cambridge employee

All payments will be made by direct deposit to your bank account. Complete the relevant section below.

**Complete either b (i) *or* (ii)**

#### Bank Details - UK personal bank account only

|  |  |
| --- | --- |
| **UK Bank Name\*** |  |
| **UK Branch** |  |
| **Account Holder’s Name\*** |  |
| **Sort Code\* (6 digits)** |  |
| **Account Number\*(8 digits)** |  |

1. ***Bank Details Non-UK bank accounts***

Please attach your **personal** bank details required to make international payments **as supplied by your bank**. This should include IBAN and BIC/SWIFT numbers for EU accounts, and a SWIFT and Routing Number for US accounts. This information can also be found on statements or through on-line banking services which you can print or scan and attach to this form. Please indicate if you would like the payment to be processed in a currency different than GBP when submitting the form. **Hand written international bank details cannot be accepted.**

|  |  |
| --- | --- |
| **Bank name** |  |
| **IBAN/Account number** |  |
| **SWIFT** [**code**](https://www.finance.admin.cam.ac.uk/payroll/new-starters) |  |
| **Routing Number (US & Canada only)** |  |

**Payroll Requirements**

Undergraduate Examiners and Assessors are treated as workers, therefore tax may be deducted from your payment (see pages [ESM4150](https://www.gov.uk/hmrc-internal-manuals/employment-status-manual/esm4150) and [ESM4151](https://www.gov.uk/hmrc-internal-manuals/employment-status-manual/esm4151) of the UK Employment Status Manual). To make sure that the correct amount of tax is deducted, ***please submit either a*** [***P45 or Starter Checklist***](https://www.finance.admin.cam.ac.uk/payroll/new-starters) ***along with the examiner claim form.***

If a P45 or Starter Checklist has already been submitted with a previous claim in the current tax year, there is no need to submit it again.

|  |  |
| --- | --- |
| **Claimant Signature** | **Date** |

# Return this form to the Degree Committee or Department/Faculty that has appointed you for authorisation

1. **DEPARTMENTAL USE ONLY**

Please read the [Guidance on Fee Rates](https://www.student-registry.admin.cam.ac.uk/files/payment_of_examiners_-_guidance_on_fee_rates_oct21.docx) and use the [Calculator Spreadsheet](https://www.student-registry.admin.cam.ac.uk/files/payment_calculator.xlsx) to complete this section

***Examination details***

1. **Exams, orals, practicals and presentations**

|  |  |
| --- | --- |
| Type of examiner | Please tick  External Examiner  Examiner responsible for setting a paper  Examiner not responsible for setting a paper  Assessor |
| Category of assessment | Please tick  EM1- text dense  EM2- hybrid  EM3 - simple  EP - orals, practicals, presentations |
| Total length of paper |  |
| Percentage of paper marked |  |
| Number of papers |  |
| Adjustment of hours\* |  |

1. **Coursework**

|  |  |
| --- | --- |
| Type of examiner | Please tick  External Examiner  Examiner responsible for setting a paper  Examiner not responsible for setting a paper  Assessor |
| Category of assessment | Coursework |
| Total word count |  |
| Number of papers |  |
| Adjustment of hours\* |  |

\*Please note a valid reason and/or evidence may be required to demonstrate that an adjustment of hours is necessary.

***Payment***

|  |  |
| --- | --- |
| Total hours worked |  |
| Fee |  |
| Holiday pay |  |
| Total Expenses |  |
| **Payment Total** |  |

***Right to work check for Non UoC Employees***

Please confirm that the [right to work](https://www.hr.admin.cam.ac.uk/hr-services/visas-immigration/right-work-checks/completing-check) has been checked for examiners and assessor that are not employees

‘Right to Work’ checked

***Authorisation***

Department: Contact Email:

Processed by (print name): Signature: Date:

\*Authorised by: (print name): Signature: Date:

\*Authorisation can only be made by the **Chairman, Senior Examiner** or **Departmental Administrator**.

### If you require advice about the nature and level of fees and expenses to be claimed, please contact the Student Registry on:

[feeandexpenseclaims@admin.cam.ac.uk](mailto:feeandexpenseclaims@admin.cam.ac.uk)