QUEEN'S UNIVERSITY BELFAST

CLAIM FOR FEES AND EXPENSES INCURRED AS AN EXTERNAL EXAMINER (UG/PGT)

N.B. Please consult the Guidelines for Examiners before completing. Incomplete forms will be returned and payment delayed. Payment cannot be authorised until an external examiners report has been received.

Receipts will be required to substantiate claims.

SECTION 1: PERSONAL DETAILS (All sections to be completed. Failure to do so will result in a delay in payment)

School:														
Surname							Forenam	e(s)						
Title								Maiden Name						
							(if applicable	e)						
Gender (Please Tick)	М	Male Female			ale	Email Ad	dress							
D.O.B. DD/MM/YY							Home Ad	ldress						
N.I. Number			ı		I									
		Postcod)					
SECTION 2: D	ETA	ILS O	FEX	(PEN	SES	TO BE PA	AID			_				
Expenses								Amount						
Boat/Airfare:									£		р			
Travel	avel DodyAlliale.													
	Bus/Rail/Taxi etc:													
Mileage: miles @ 40p per first 100 miles 25p per mile thereafter								fter						
Details:														
Accommodation:														
Subsistence	Accommodation.													
	Meals (Alcohol will not be reimbursed):													
	Parking:													
Other Expenses:														
Expenses Total								tal						
OFFICE USE ONLY														
Points	W	CA	Р	О	D		harge AC:	_ 	1	Expense	26	£		
1 Onits	**	- CA					naige AU.	<u> </u>		Fees:	<i>.</i>	£		
l		1	1	1	1	ı			ŀ	Paymen	nt:	£		
Authorised by Examinations Office Date:							te:							
Paid by Examinations Office								 Dat						

It is the responsibility of the Chairperson of the Board of Examiners to ensure this section of the form is completed accurately

Scho	ool								
Gen	eral Subje	ect of	Examination						
Poin	ts Schem	e 201	5-16						
W			scripts incl. multiple ch	oice		4 points			
D	Dissertation / Essay / Project - Undergraduate					12 points	;		
	- Postgraduate					24 points			
Р	Practical as part of continuous assessment PGCE practicals					1 points 4 points			
CA	A Other continuous assessment – Undergraduate					12 points			
	– Postgraduate					24 points			
	0.51			than six student	:S	6 points	<u> </u>		
0	Oral or practical as part of exam including clinical exams in Faculty of Medicines, Health & Life Sci				es	12 points			
	odule umber		Course Title)	Date of Examination	Number of Students	Form of Examination*		
					<u> </u>	Otadonto	ZXXIIIIXXIII		
*i.e. W	/ritten (W), P	ractical	(P), Oral (O), Dissertation ((D), Continuous Ass	essment (CA)				
Signature of External Examiner:							Date:		
Signature of Chairperson of Board of Examiners			niners			Date:			
Com	pleted for	rms sl	hould be returned to	: E	External Examine	er's Reports s	should be submit	ted to	
Alex Lemon Student Guidance Centre				Academic Affairs Level 6, Administration Building					

Alex Lemon
Student Guidance Centre
The Queen's University of Belfast
University Road
Belfast BT7 1NN

Academic Affairs Level 6, Administration Building The Queen's University of Belfast University Road Belfast BT7 1NN