

PERSONNEL SERVICES

University Offices, Wellington Square, Oxford OX1 2JD
 Director of Human Resources



To: heads of department and institutions, faculty board chairs,
 departmental administrators, and faculty board secretaries

Ref. EPD/1

cc. heads of division, divisional registrars, Ms McKay, Mr Lake

1 August 2019

Updated examiner/assessor letters of engagement and holiday pay for individuals engaged on undergraduate examination boards

Letters of engagement issued to examiners and assessors have been reviewed and updated for the 2019/20 academic year.

Departments and faculties are asked to note that with effect from 1 October 2019, letters of engagement will be issued to all examiners and assessors who do not hold CMS contracts, and holiday pay at the rate of 12.07% of total payments must be paid to examiners and assessors engaged on undergraduate examination boards who do not hold CMS contracts.

1. Action required of departments:

- a) to note the changes to procedures for examiner appointments set out below;
- b) to ensure that all examiners and assessors engaged on undergraduate examination boards who do not hold CMS contracts receive holiday pay;
- c) to communicate the information to all Examination Board Administrators and Senior Nominating Officers.

2. Detail

Letters of engagement issued to examiners and assessors have been reviewed and updated for the 2019/20 academic year, to ensure these are fully compliant with the latest employment law requirements.

There are three changes to procedures as a result of the review.

1. The letters will be issued to all examiners and assessors who do not hold Chancellors, Masters and Scholars (CMS) contracts, including college-only employees and students (these latter groups have not received the letters in previous years).
2. The letters will be issued per appointment – examiners and assessors appointed to multiple exam boards will receive multiple notification emails containing the standard letter. They must acknowledge their acceptance of the terms and conditions outlined within the letter via a brief online confirmation process.



3. As is currently the case examiners and assessors engaged on undergraduate examination boards who do not hold CMS contracts are classed as casual workers to comply with HMRC guidelines on remuneration for undergraduate examining, and as such are entitled to receive holiday pay. With effect from the 2019/20 academic year, departments must pay holiday pay to all casual workers engaged on undergraduate examination boards, at the rate of 12.07% of total payments. Holiday pay will be identified separately on payslips.

Examiners and assessors engaged to work on postgraduate examination boards (who do not hold CMS contracts) continue to be classed as self-employed and therefore are not entitled to receive holiday pay.

Examiners and assessors for both undergraduate and postgraduate examination boards will receive letters of engagement issued by the new Examiner Appointments and Payments (EAP) system. Confirmation of acceptance will be handled via an online form, whereby examiners and assessors will be asked only to provide their full name and e-mail address, minimising the administrative burden for departments and examiners/assessors. Holiday pay (for those engaged on undergraduate exam boards) will also be calculated automatically within the EAP system and visible to departments during the approval process, before they are submitted to payroll for processing. The letters of engagement will be in place at the start of Michaelmas term 2019 for the new academic year.

3. Further information

These changes will also be communicated in the August HR Newsletter.

For further information on the EAP system, please contact eap@it.ox.ac.uk.

For further information on examiner/assessor appointment regulations, policies and processes, please contact catherine.mckay@admin.ox.ac.uk.

For further information on letters of engagement, please contact ruth.kinahan@admin.ox.ac.uk.

For further information on examiner/assessor setup on CoreHR, please contact tom.lake@admin.ox.ac.uk.

Mr Julian Duxfield
Director of Human Resources

Copy for noticeboards: No