

## **Resourcing Hub User Guide for External Examiners**

When you have been nominated to become an External Examiner at the University of Central Lancashire, you will receive an email as below:

noreply@uclan.ac.uk

External Examiner - Information Request - You have been nominated as an Ext

Click on the link in the email.

You have been nominated as an External Examiner at UCLan and we need some details to process your application.

Level: Level 6

Course: BSc (Hons) Dummy

Partner Institution: Uclan Preston

With effect from 01/10/2024 to 30/09/2028

Use the link below to complete the necessary information:

<https://jobs.uclan.ac.uk/Examiner/19a4szItSv9mj9l6ygthMPA--/>

Please login (or register if you don't have an account) using the email address: sue.ballantyne@hotmail.com

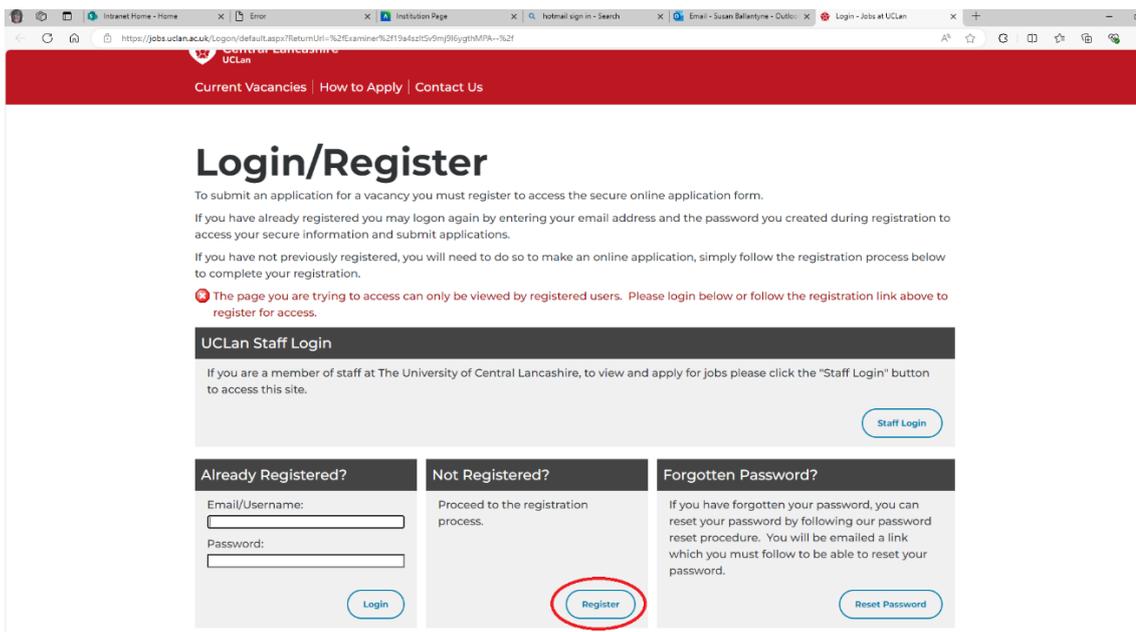
Academic Quality Unit

eexaminers@uclan.ac.uk

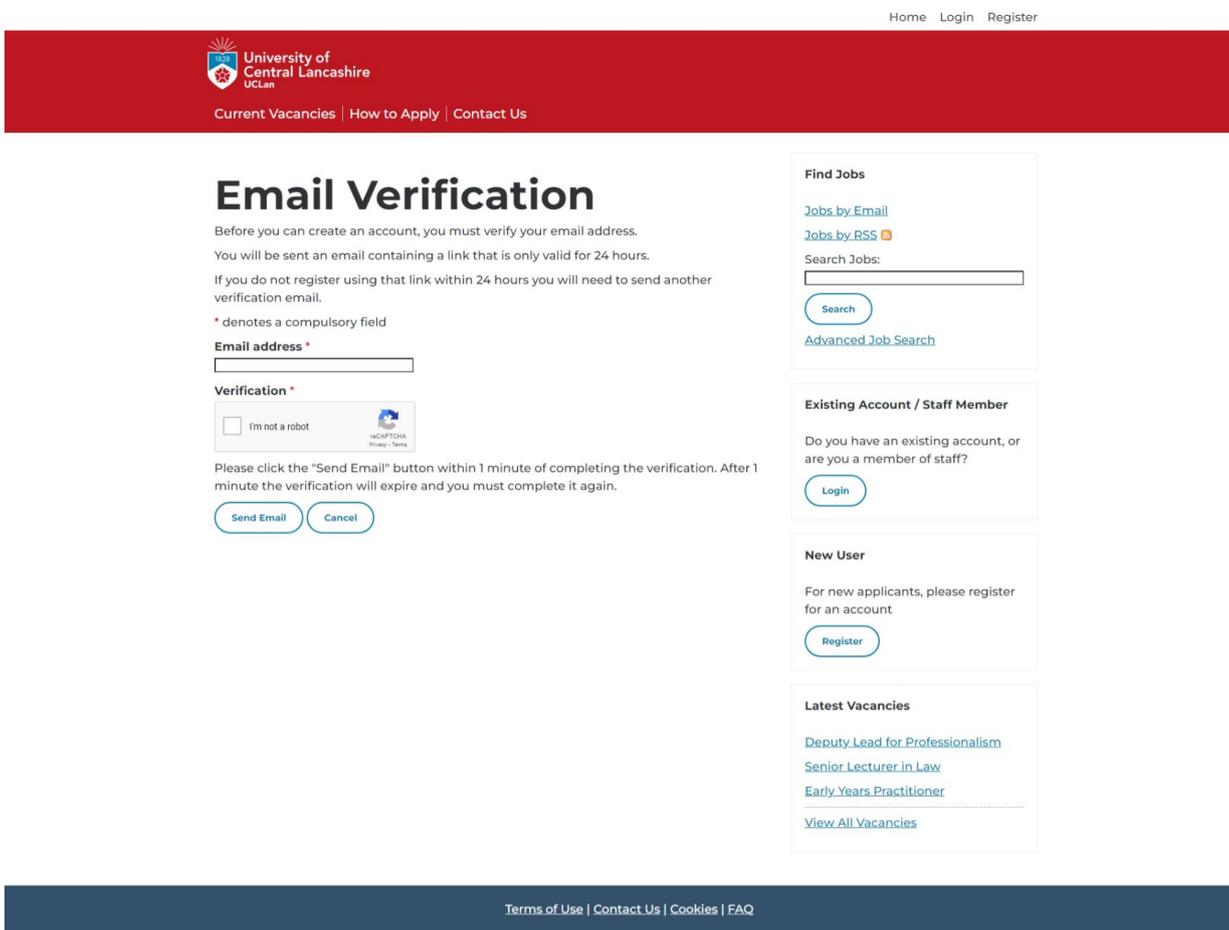
Academic Quality Unit | University of Central Lancashire | Preston | PR1 2HE

The link will take you to this page where you will need to register for a password.

Under the box named "Not Registered" click on "Register"



This will then take you to the Email Verification page. Enter your email address and check the box to confirm "I'm not a robot", then click on "Send email"



You will receive an email asking you to verify your email address.

 Jobs at UCLan

UCLan Jobs Email Veri...

Click on the link in the email.

Thanks for your interest in working at the University.  
Please click on the link below to verify your email address and complete your registration.

<https://jobs.uclan.ac.uk/Registration/?verify=uCkz8f!lmn57x55Wg2OEXwtMPuP8tdb>

Please note, this link is valid for 24 hours.

To get a better idea of why the University of Central Lancashire is such a great place to work, please check out our Jobs webpage. You'll be able to find out about all the rewards and benefits of working here, including career development opportunities to help shape your career when you join us.

Take a look at <https://www.uclan.ac.uk/jobs>

Best Wishes,

People Team  
peopleteam@uclan.ac.uk

People Team | University of Central Lancashire | Preston | PR1 2HE

The link will take you to the Registration page where you will need to enter your details and create a password. Check the box to confirm that you have read the Terms and Conditions, then click on "Register"

## Registration

If you have not previously registered to make an online application for a vacancy simply follow the registration details below after which you will be able to make and submit your application.

If you have previously registered you should [login](#) using the details you created when registering rather than creating a new account.

By entering any personal details below, you consent to us storing and processing those details in accordance with our [Terms of Use](#).

### Details

\* denotes a compulsory field

Title \*

Forenames \*

Surname \*

Password must be a minimum of 10 characters, and must contain 3 of the following: upper case letter, lower case letter, numerical digit, any other character.

Please remember that passwords are case-sensitive and spaces are not allowed.

Password \*

Confirm Password \*

### Terms & conditions

I have read and accept the [terms & conditions](#) \*

[Register](#)

### Find Jobs

[Jobs by Email](#)

[Jobs by RSS](#) 

Search Jobs:

[Search](#)

[Advanced Job Search](#)

### Existing Account / Staff Member

Do you have an existing account, or are you a member of staff?

[Login](#)

### New User

For new applicants, please register for an account

[Register](#)

### Latest Vacancies

[Deputy Lead for Professionalism](#)

[Senior Lecturer in Law](#)

Once registered you will be taken to the nomination form to complete. You will be required to complete your personal details and you will be required to upload your CV by clicking on the link the form



## External Examiner Details

Please complete the details below in regard to your External Examiner application.

Title\*

Forename\*

Surname\*

Date of Birth\*

Mobile Telephone Number\*

Current/most recent post and place of work\*

CV\*

[Upload new document](#)

You will then have a series of questions to answer, which require a Yes or No answer. Dependent on your answer, if a drop down box appears you will be required to supply further supporting information.

See example below:

**Are you examining Nursing and Midwifery Council approved programmes, or other programmes that require external examiners to maintain professional validation?\***

Yes  No

**Are the level and subject of your qualifications equivalent or higher than the level to be examined in the course?\***

Yes  No

**Are you currently an external examiner elsewhere or have previously acted as an external examiner in the last 5 years?\***

Yes  No

**Please provide details of current / previous external examining experience\***

**Will this appointment lead to you undertaking more than two external examiner appointments held concurrently?\***

Yes  No

**Have you any current/previous association within the last 5 years with the University of Central Lancashire or its collaborative partners, in terms of the course, individual staff, students?\***

Yes  No

**Have you had any significant involvement in recent or current substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme(s) or modules in question?\***

Yes  No

At the end of the form there are some Equal Opportunities Monitoring questions to answer:

#### Equal Opportunities Monitoring

We are committed to a policy of equality of opportunity and aim to provide a working and learning environment that is free from unfair discrimination. We aim to ensure that employees are not discriminated against on any grounds, specifically those named as protected characteristics under the Equality Act 2010. This form is used for statutory reporting purposes, which is why it is important that all potential employees complete this form.

The information you provide will be treated as confidential and will be used only for these stated purposes and will NOT be used in any selection processes.

[Privacy Policy](#)

Sex\*

Does your gender identity match your sex as registered at birth\*

Marital Status\*

Sexual Orientation\*

Nationality\*

What is your religion or belief\*

How would you describe your ethnicity or ethnic background\*

Do you have a disability as defined by the Equality Act\*

Yes  No  Do not wish to declare

Submit Details

Cancel

Once you have completed all questions on the form including the Equal Opportunities Monitoring questions click on "Submit Details".

An acknowledgement will appear to confirm the submission of your details.



## External Examiner Details

Thank you for submitting your details. We will keep you updated on the progress of your application.

[Return to list](#)

The information you have provided will then be processed by the School, and the Academic Quality Unit. Once we are satisfied that you have supplied all the necessary information and meet our criteria for appointment, you will receive an email containing an offer of appointment

**N** [noreply@uclan.ac.uk](mailto:noreply@uclan.ac.uk)

[External Examiner - Appointment Offer](#) Yo...

You have been made an offer of appointment as an External Examiner at UCLan.

Level: Level 6

Course: BSc (Hons) Dummy

Partner Institution: Uclan Preston

With effect from 01/10/2024 to 30/09/2028

Please use the link below to review the offer and to accept or decline it.

<https://jobs.uclan.ac.uk/Examiner/2Qms83KZSEXipZflpBvj!6Q--/>

Login to the site using the email address:

sue.ballantyne@hotmail.com

Note: All offers of employment are subject to the necessary Right to Work checks being completed.

Academic Quality Unit

eexaminers@uclan.ac.uk

Academic Quality Unit | University of Central

Lancashire | Preston | PR1 2HE

When you click on the link in the offer of appointment email you may be asked to sign into the system again, if this is the case the page below will appear, you will need to enter your email address and password in the "Already Registered" area.

## Login/Register

To submit an application for a vacancy you must register to access the secure online application form.

If you have already registered you may logon again by entering your email address and the password you created during registration to access your secure information and submit applications.

If you have not previously registered, you will need to do so to make an online application, simply follow the registration process below to complete your registration.

**⚠ The page you are trying to access can only be viewed by registered users. Please login below or follow the registration link above to register for access.**

### UCLan Staff Login

If you are a member of staff at The University of Central Lancashire, to view and apply for jobs please click the "Staff Login" button to access this site.

[Staff Login](#)

### Already Registered?

Email/Username:

Password:

[Login](#)

### Not Registered?

Proceed to the registration process.

[Register](#)

### Forgotten Password?

If you have forgotten your password, you can reset your password by following our password reset procedure. You will be emailed a link which you must follow to be able to reset your password.

[Reset Password](#)

You will then be taken to the "My Recruitment" page and on this page you will see an External Examiner section, in this section it will advise "1 contract requires an action" click on this and it will take you to your contract letter.

## External Examiner

[View All Contracts](#)

**1 contract requires an action**

At the end of the contract letter, you will be asked to Accept, Decline or Cancel.

Yours sincerely



Sue Ballantyne  
Senior Administrative Assistant  
Academic Quality Unit  
tel: 01772 892154  
email: [sballantyne@uclan.ac.uk](mailto:sballantyne@uclan.ac.uk)

## Acceptance

Please use the options below to accept/decline this offer of appointment.



If you are happy with all the details in the contract letter click on the accept button and a pop up signature box will appear. You need to sign this box either by using your computer mouse or by signing on screen (if using a touch screen device). Once you have added your signature click on confirm.

- [Higher Education Authority's External Examining Handbook](#)

- [Information for Newly Appointed External Examiners](#)

- [Academic](#)

- [Expense G](#)

Yours sincerely



Sue Ballantyne

Senior Adminis

Academic Qual

tel: 01772 89215

email: [sballantyne@uclan.ac.uk](mailto:sballantyne@uclan.ac.uk)

### Signature



Confirm Clear

## Acceptance

Please use the options below to accept/decline this offer of appointment.

A message will then appear where you can download your accepted letter by clicking on "Download PDF".

You will also receive an email which will contain a copy of your signed contract.

**N** noreply@uclan.ac.uk External Examiner - Signed Contract Thank...

0973-24 BSc (Hons) Dummy... 68 KB

Thank you for accepting your offer, a copy is attached to this email.

The AQU will be in touch confirming the contract once the Right to Work checks are complete.

Academic Quality Unit  
eexaminers@uclan.ac.uk

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Lancashire | Preston | PR1 2HE

Reply

Forward

At any time you can sign into the system through this link [My Recruitment - Jobs at UCLan](#) and sign in using the instructions above, you will then be taken to the "My Recruitment" page. Click on "View All Contracts" in the External Examiner section.

# My Recruitment

My Details

The screenshot shows the 'My Recruitment' dashboard with three main sections: 'Jobs', 'My Applications', and 'External Examiner'. The 'External Examiner' section contains a link 'View All Contracts' which is circled in red. The 'Jobs' section includes an 'Advanced Search' box with a 'Search Jobs' input field and a 'Go' button, along with links for 'Jobs by Email' and 'Jobs by RSS'. The 'My Applications' section has a link for 'Browse Current Vacancies'.

You will then be taken to this page where you can access documentation such as the Academic Regulations.



## External Examiner Details

Your external examiner contracts are listed below.

### Important Information

Below are some useful resources for External Examiners working at UCLan

- [Higher Education Authority's External Examining Handbook](#)
- [Information for Newly Appointed External Examiners](#)
- [Academic Regulations](#)
- [Expense Guidelines](#)
- [Additional Information](#) - Academic Quality Unit website

Role	Tenure From	Tenure To	Status
BSc (Hons) Dummy	01/10/2024	30/09/2028	<a href="#">Completed</a>

[Return to My Recruitment](#)

Click on "Completed" and a download of your contract will appear for you to download onto your computer

