

Guidelines for Remuneration of External Examiners at Nord University

Issued by the Rector, Decision 16/02707-5, Date: 19 December 2018 Entry into force on 15 January 2019

1. Salary grade placement

Remuneration of external assessment is determined based on rates from the Norwegian State Salary Scale Table C (gross income 37.5 hours per week); the following are the standard salary grades:

- Competence level up to and including assistant professor: salary grade 64
- Competence level position I, associate professor: salary grade 71
- Competence level position II/professor: Salary grade 80

Any claim for pay extending beyond the given salary grades must be documented in the form of a pay slip and must be agreed upon prior to commencing the assessment task. Salary terms will not be changed once the contract is signed.

External examiners from positions outside the university and college sector are placed in salary grade 64. Position I and full professor competence are remunerated in accordance with the respective rates for these. Higher remuneration may be offered external examiners in special cases. Justification for any higher salary grade level must be documented.

1.1 Remuneration / Payment

The agreement with the external examiner is entered into under the terms pursuant to the Norwegian National Insurance Act and the Public Administration Act and is remunerated. Remuneration is calculated based on the aforementioned rates, as well as on weighting of the number of hours worked. An external examiner is a contractor, and therefore no holiday pay nor statutory payments to the Norwegian Public Service pension fund are included for these assignments. In addition, remuneration for external assessment may not be paid in the form of entrepreneurial income/to company.

2. Calculation of remuneration for assessment

2.1 Basic Fee

All externally appointed examiners are awarded a basic fee of 4 hours, with the exception of examiners assessing master's and bachelor's theses. The basic fee covers the examiner's work as assignment consultant, exam preparations, preparations for digital assessment, formulating the grounds for assessment decision, writing of reports etc. The basic fee is awarded for each individual appointment and is paid irrespective of the number of candidates.

2.2 Written exam with supervision (school exam)

The number of hours for assessment of written exams with letter grades is calculated according to the following rates:

Rate	Duration of examination	Hours per exam answer
1	up to and including 4 hours	0.6
2	5 – up to and including 6 hours	1.0
3	7 hours or more	1.2

2.3 Passed/Not passed

If the grade passed/not passed is used, 2/3 of the calculated time is remunerated. This applies to all types of exams.

2.4. Take-home examinations

If the take-home exam is a group effort involving 2 or more candidates, the rate is increased by a factor of 0.2.

The take-home exam is remunerated at the following rates:

Number of days	Individual exam	Group work (2 or more)
1 – up to and including 5 days	1.2 hours	1.4 hours
6 – up to and including 7 days	1.4 hours	1.6 hours
8 days or longer	1.8 hours	2 hours

2.5 Master's theses

Total credits	One student per thesis *	Two or more students per thesis *
up to and including 30 credits	8 hours	12 hours
up to and including 50 credits	10 hours	14 hours
up to and including 60 credits	12 hours	16 hours

* Rates are based on covering the entire scope of work, and therefore no basic fee is awarded

2.6 Bachelor's theses

Total credits	One student per thesis *	Two or more students per thesis *
up to and including 10 credits	3.0	4.0
up to and including 15 credits	4.0	5.0
20 credits or more	5.0	6.0

* Rates are based on covering the entire scope of work, and therefore no basic fee is awarded

2.7 Other written assignments

Total credits	One student per assignment *	Two or more students per thesis *
up to and including 5 credits**	0.5 hours	0.8 hours
up to and including 10 credits**	1.0 hours	1.5 hours
up to and including 15 credits**	1.5 hours	2.0 hours
up to and including 20 credits**	2.0 hours	3.0 hours
up to and including 30 credits**	3.0 hours	4.0 hours
up to and including 60 credits**	4.0 hours	5.0 hours

*For partial exams, the number of hours is reduced in accordance with the weighting of each part.

** In addition to credits, there may be a discretionary assessment to determine fees based on the content and scope of the assignment.

2.8 Portfolio assessment/examination

For portfolio assessment, fees are determined based on the contents of the portfolio. Various partial submissions are remunerated according to rates for corresponding types of assessment.

2.9 Practical/Performance-based examinations

A practical/performance-based exam is an exam without an accompanying written assignment. A practical/performance-based exam is remunerated according to the actual time spent at the exam site. In addition, the basic fee of 4 hours is awarded.

2.10 Oral examination

Oral exams are remunerated according to the actual time spent at the exam site. In addition, the basic fee of 4 hours is awarded.

2.10.1 Master's theses

Ordinary oral examination as a part of the work of grading master's theses is remunerated with 1 hour, and this also includes any need for special preparations for the exam. If oral examinations are conducted in other ways, such as by trial lecture, remuneration is awarded based on the actual time spent on the exam site.

2.11 Reassessment of examination grades

Reassessment is remunerated with the basic fee of 4 hours. In addition, remuneration will include the regular fee for assessing the answer papers that have been appealed.

In the case of third party appeals, external examiners are not appointed again and will not be remunerated with a new basic fee for reassessment. Third party appeals are remunerated on the number of answers assessed and in accordance with the rates for the type of examination in question.

3. Travel expense account

External examiners who must travel to the exam site in conjunction with examination tasks will be reimbursed at government rates for their travel expenses.