



UNIVERSITY OF
LIVERPOOL

HERMES (Tulip) User Guide for External Examiners

External Examiner Portal for Taught Provision

Produced by

Student Administration and Support Division

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INTRODUCTION

INTRODUCING HERMES(Tulip)

HERMES - Handling External Examiner Reports, Maintenance of appointments and Expense Claim Submissions – is the online system within Tulip used at the University of Liverpool to manage all aspects of the administration of external examiner appointments for taught provision.

HERMES (Tulip) is designed to support the requirements of [Appendix H of the Code of Practice on Assessment](#) which governs the external examiner system for taught provision.

As an external examiner, you will use HERMES to:

- Accept or decline an offer of an appointment;
- View the details of your appointment (i.e. workload and fee);
- Access the annual report template and submit your annual reports;
- Review department/school responses to the feedback you provided in your annual report(s).

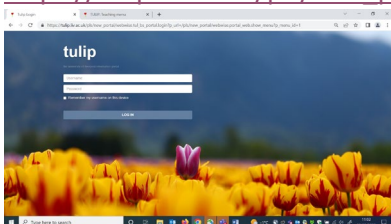
ACCESSING HERMES

You will need your MWS login credentials to access HERMES (Tulip) and you should have received instructions on how to activate your login prior to your appointment email.

Access to HERMES (Tulip) is via the web link sent to you in the email inviting you to accept an appointment.

Link for examiners HERMES portal

https://tulip.liv.ac.uk/pls/new_portal/webwise.exw_examiner_pages.select_post



When you have logged in to HERMES (Tulip) you will see the External Examiner Menu, Figure 2.1. **Please note the tenure of an External Examiner at University of Liverpool is normally 4 years, reappointed annually.**

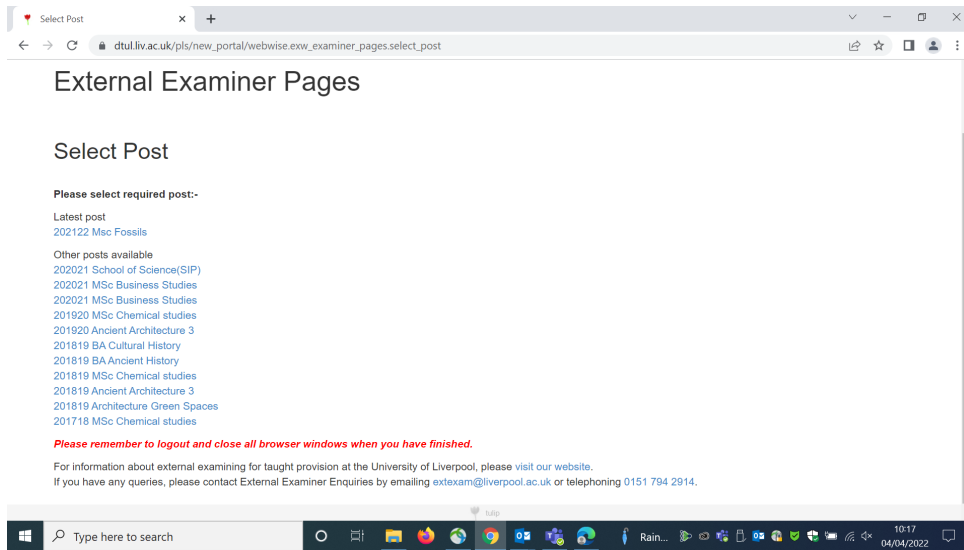


Figure 2-1. External examiner menu.

APPOINTMENT DETAILS

When a nomination for your appointment has been fully approved at all levels within the University you will be sent a letter, by email, inviting you to accept that appointment.

The content of the letter will relate to the specific workload which you are being asked to undertake, in line with [Appendix H of the Code of Practice on Assessment](#).

A sample appointment email is provided below for reference:

External Examiner post ID: 2300
Department: Earth, Ocean and Ecological Sciences
Discipline: Geophysics
Session: 202324

Dear Dr Smith,

On behalf of the Faculty of Science & Engineering I am delighted to formally invite you to accept an appointment as an external examiner at the University of Liverpool for the academic session 202223.

Your role will involve:

At Subject Level: the review of assessment practice and performance across a suite of modules or programme components within a particular discipline, endorsement of module or component marks, and attendance at the Module Review Board of Examiners.

At Programme Level: the review assessment practice, performance, content and structure across a defined programme (or across defined programmes) of study.

At Award Level: the endorsement of final awards and attendance at Progression Boards of Examiners and Final Boards of Examiners.

In addition, the role will involve reporting on good practice and opportunities through which the University might enhance the quality of learning provided to its students.

Your appointment details are available from the HERMES (the online external examiner system) at: https://tulip.liv.ac.uk/pls/new_portal/webwise.exw_examiner_pages.select_post

I would be grateful if you could now kindly log in to the system and accept the appointment. You will need your **MWS login credentials** to access HERMES.

Please keep a record of these details as you will need them when submitting your annual report form. Your fee for this appointment will be GBP250.00. Payment of the fee is conditional upon receipt of a satisfactory annual report.

By accepting your appointment you confirm that you satisfy the appointment criteria, and have no conflicts of interest, as detailed in Section 2 of Appendix H of the Code of Practice on Assessment which is available to download from our website via <https://www.liverpool.ac.uk/aqsd/academic-codes-of-practice/code-of-practice-on-assessment/>

It is now expected that all Universities share their External Examiner reports and the approved response with all students, not just those student representatives who attend Board of Study meetings.

As a response to this, the University will be sharing your annual External Examiner report and the subsequent response from the department to yourself with students on VITAL, our virtual learning environment.

It is vitally important that the guidance on not naming staff or students within your report is adhered to, as we cannot publish the reports if individuals are named. Any names remaining in reports will be redacted before publication, but other content within the report will not be amended.

If any issues arise during your appointment we would want you to raise these with the programme team but if you wish to raise any serious matters of concern you have the right to submit a confidential report to the Vice-Chancellor.

For assistance with any queries you may have about the online system or submitting a report or expenses, or should your current circumstances change please contact our External Examiner Enquiries team by emailing extexam@liv.ac.uk or by telephoning 0151 794 2914. For further information and support on External Examining at the University of Liverpool please visit the External Examiners web pages at <https://www.liverpool.ac.uk/student-administration-and-support-division/external-examiners/>

Yours sincerely

Maria Muldoon pp Executive Pro-Vice Chancellor for the Faculty of Science & Engineering

HOW TO ACCEPT AN OFFER OF APPOINTMENT

1. Log in to HERMES using your MWS logon credentials supplied in the email inviting you to accept the offer of an appointment.
2. You will be presented with a summary of the appointment, including your Examiner UoL staff number, modules you have been asked to externally examine, report deadlines, and the nominal fee which you will be paid. The fee is assessed on the basis of the workload involved.
3. To accept the appointment please click on the '**Accept appointment**' link under Actions at the bottom of screen.

Please note:

If you wish to decline the appointment the University would be grateful if you could contact the host department or school in the first instance so that any concerns you may have can be addressed before declining the appointment in HERMES.

ANNUAL REPORTS

The University requires that you submit a report to provide feedback on the work undertaken as an external examiner. These reports are an essential contribution towards ensuring the quality of taught provision. Your feedback will be considered at all levels, through formal committee structures.

Annual reports consist of two elements: a summary checklist (Y/N/NA answers), and a substantive written element addressing specific questions asked by the University. These questions are aligned to QAA guidance.

Reports must be completed using the pro forma provided: variants will not be accepted.

The University asks that you fully complete all relevant sections of the report form. Please note that the payment of your fee is contingent upon receipt of your report by the advertised deadline.

If any issues arise during your appointment we would want you to raise these with the programme team but if you wish to raise any serious matters of concern you have the right to submit a confidential report to the Vice-Chancellor.

COMPLETING AND SUBMITTING AN ANNUAL REPORT

To complete and submit an annual report: See Figure 3.1

1. Log in to HERMES using your MWS logon credentials provided at appointment.
2. Click on the 'Report Template' link in the Actions menu to download a copy of the report form and covering guidance.
3. Complete your report form and save this to your own computer (e.g. in 'My Documents').
4. Upload your report by clicking on the 'Upload Report' link in the Actions menu in HERMES.

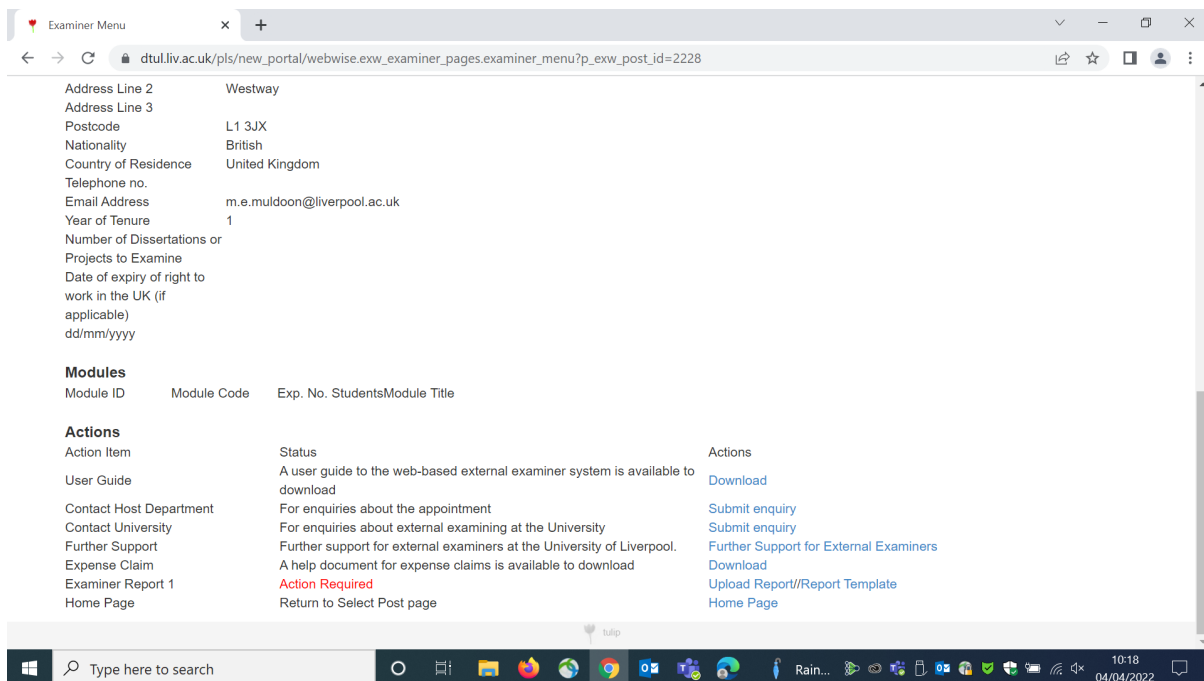


Figure 3.1

5. Click on the 'Browse' button and navigate to the location of your report form (e.g. in 'My Documents') and select the file to upload by clicking on the 'Attach' button. This will upload the document to HERMES.
6. The uploaded report should then be submitted formally by clicking on the '**Submit Report**' link in the Actions menu. **Please ensure this is followed as your report will not appear to UoL in the HERMES workflow otherwise.**

See below

Actions		Actions
Action Item	Status	
User Guide	A user guide to the web-based external examiner system is available to download	Download
Contact Host Department	For enquiries about the appointment	Submit enquiry
Contact University	For enquiries about external examining at the University	Submit enquiry
Further Support	Further support for external examiners at the University of Liverpool.	Further Support for External Examiners
Examiner Report 1	Complete - No further action required	View Report //Delete Report
Report Submission	Action Required	Submit Reports
Home Page	Return to Select Post page	Home Page

7. You can view an annual report submission by clicking on the 'View Report' link.

REVIEWING A DEPARTMENT/SCHOOL RESPONSE TO AN ANNUAL REPORT

The host department or school will respond to the feedback you provided in your annual report, and this response will be provided to you in HERMES.

To access the department/school response:

1. Log in to HERMES using the same link and logon credentials provided in your letter of appointment.
2. Click on 'View Departmental Response' to view the response to your annual report.

EXPENSES

The University will reimburse reasonable expenses incurred as a consequence of undertaking work as an external examiner.

Please refer to the [External Examiner Expense Claim Policy](#) for the terms and conditions under which expenses are reimbursed.

HOW TO SUBMIT AN EXPENSE CLAIM

This function is now carried out using COREHR and details of this are supplied in your External Examiner Handbook and guidance at [Expenses Claims](#)

CONTACT DETAILS

To contact the author of this guide, or for information and support with using HERMES or queries concerning administration of the University's external examiner system for taught provision in general, please contact:

Ms Maria Muldoon, Senior Administrator, Student Administration & Support Division
Email: extexam@liv.ac.uk

For information and support regarding the processing of expenses, and fees, please contact:

Management Support Team, Student Administration & Support Division
Email: extexam@liv.ac.uk