

## ASSESSMENT BOARDS: TERMS OF REFERENCE AND MEMBERSHIP

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### 1 General

- 1.1 The University operates a two-tier system of Module Marks Confirmation Boards and Outcome and Award Boards for all taught courses.
- a) Module Marks Confirmation Boards ratify the final marks for each student and each module within their remit, and award credit for each module to each student who has demonstrated achievement of the learning outcomes of those modules.
  - b) Outcome and Award Boards make decisions relating to the progression of students in courses, including the consequence of failure at any stage of the course and the conferment and classification of awards.
- 1.2 Each module, course and subject shall have a designated External Examiner, and each department shall have a designated Chief External Examiner. The University's Academic Board shall determine the powers and responsibilities of external examiners, and no award of the University may be made without the proper involvement of an external examiner.

### 2 Module Marks Confirmation Boards

#### Occurrence

- 2.1 Module Marks Confirmation Boards shall meet once per study block and shall be held at a sub-departmental level.

#### Membership and quoracy

- 2.2 The membership of a Module Marks Confirmation Board is:
- i) Head of one of the subjects covered by the board, or nominee (Chair);
  - ii) External Examiners for each of the subjects and courses under consideration;
  - iii) Course Co-ordinators for each of the courses under consideration, or nominees;
  - iv) Module Leaders for each of the modules under consideration, or nominees;
  - v) Two members of Quality Assurance & Enhancement/Student Administration (Officers)
- 2.3 The quorum for a Module Marks Confirmation Board is the Chair, Module Leader (or nominee), and one Officer. Where a Module Marks Confirmation Board meets without quorum, the results are provisional until the next quorate meeting.
- 2.4 Attendees may participate remotely at Module Marks Confirmation Boards.

#### Terms of Reference

- 2.5 The terms of reference of a Module Marks Confirmation Board are:
- i) to confirm that University regulations have been applied consistently and fairly for all students;

- ii) to receive the minutes of its previous substantive meeting and agree the final version as a true and accurate record, and note any matters arising from them;
- iii) to receive and confirm individual assessment marks and overall module marks for each student;
- iv) to record any change(s) to the marks received by the Module Marks Confirmation Board, including a rationale for any change(s);
- v) to assign credit to individual students on the basis of the confirmed marks;
- vi) to receive summary statistics for each module and identify anomalies requiring attention of action;
- vii) to received an oral report from each External Examiner concerning the standards achieved by students and the quality of the provision.

### **3 Outcome and Award Boards**

#### **Occurrence**

- 3.1 Outcome and Award Boards shall meet once per study block and shall be held at a multi-departmental level.

#### **Membership and quoracy**

- 3.2 The membership of an Outcome and Award Board is:
- i) Director of one of the departments covered by the board, or nominee (Chair);
  - ii) Chief External Examiners for each of the departments under consideration;
  - iii) Heads of Subject for each of the subjects under consideration, or nominees;
  - iv) Two members of Quality Assurance & Enhancement/Student Administration (Officers)
- 3.3 The quorum for an Outcome and Award Board is the Chair, Head of Subject (or nominee), at least one External Examiner and one Officer. Where an Outcome and Award Board meets without quorum, the results are provisional until the next quorate meeting.
- 3.4 Attendees may participate remotely at Outcome and Award Boards.

#### **Terms of Reference**

- 3.5 The terms of reference of an Outcome and Award Board are:
- i) to confirm that University regulations have been applied consistently and fairly for all students;
  - ii) to receive the minutes of its previous substantive meeting and agree the final version as a true and accurate record, and note any matters arising from them;
  - iii) to determine whether students shall continue or progress on their respective courses;
  - iv) to ratify Extenuating Circumstances claims and determine retrieval arrangements in such cases;
  - v) to determine appropriate retrieval or retake arrangements for students who fail assessments;
  - vi) to determine final awards and classifications according to the University's regulations.

## VERSION CONTROL

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PURPOSE/CHANGE	AUTHOR	DATE
Original document (separated from Academic Regulations) approved by Academic Board chair's action	QAE	January 2019