

ASSESSMENT BOARDS - TERMS OF REFERENCE

Report to:

Academic Board

1 General

- 1.1 The University operates Assessment Boards for all taught courses, which:
- a) receive the ratified 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) 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 Occurrence

- 2.1 Assessment Boards shall meet as required, usually once per study block and shall be held at a departmental level. More than one department may be considered at an individual Assessment Board.

3 Membership and quoracy

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

4 Terms of Reference

- 4.1 The terms of reference of an Assessment Board are:
- a) to confirm that University regulations have been applied consistently and fairly for all students;

- b) 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;
- c) to receive the ratified individual assessment marks and overall module marks for each student and assign credit on the basis of these marks;
- d) to determine whether students shall continue or progress on their respective courses;
- e) to ratify Extenuating Circumstances claims and determine retrieval arrangements in such cases;
- f) to determine appropriate retrieval or retake arrangements for students who fail assessments;
- g) to determine final awards and classifications according to the University's regulations.
- h) to consider summary statistical and comparative data on student attainment within the Board's remit; and
- i) to report to, and in the format and frequency required by, Academic Board.

Approved by:

Academic Board on 3 February 2021