

Board of Examiners: Membership and Terms of Reference

There shall be a Board(s) of Examiners which is responsible for each award, stage and progression point of a programme and the assessment results of modules.

Membership

Ex Officio Members (Voting)

The Director of Teaching and Learning (Chair)

The internal examiners for those assessments being considered

The external examiners for those assessments being considered

Ex Officio Members (Non-Voting)

The Chief Executive (or nominee)

Registrar (or nominee)

Director of Student Experience, Careers and Partnerships (or nominee)

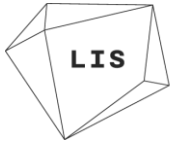
Attending Members (Non-Voting)

Any other person approved by the Chair.

Quorum: Four voting members which must include the Chair, one internal member and one External Examiner, supported by the Secretary.

Secretary: A secretary, appointed by the Chief Executive, will minute the meetings but will not take part in the voting of the Board of Examiners.

Frequency: Boards of Examiners shall meet typically twice each academic year and have additional meetings as required. These two meetings shall normally comprise the main Examination Board and then a Resit Board (if required). Dates for formal meetings of the Board of Examiners must be agreed with External Examiners and scheduled at the beginning of the academic year.



Terms of Reference

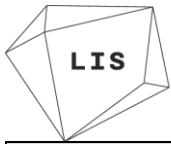
1. To agree the minutes of the previous meeting of the Board and to note any matters arising from them;
2. To note any actions taken under delegated authority since the previous meeting including the application of concessions under the Extenuating Circumstances Policy and Procedure and penalties under the Academic Misconduct Policy and Procedure;
3. To consider reports on matters affecting the conduct of assessments and/or examinations and to determine what action, if any, to take in mitigation with regard to student performance;
4. To consider the recommendations of the internal and external examiners as presented in the results and in so doing to approve:
 - a. the application of condonation where applicable;
 - b. Individual cases which require further information or investigation and should be deferred or remitted to the Chair for action;
 - c. the progression of students to the next stage of the programme;
 - d. the achievement of students on individual modules;
 - e. the classification of awards.
5. To make recommendations on the conferment of awards to the Academic Council
6. Consider the annual report(s) of the External Examiner(s) and any relevant actions taken by the School;
7. To monitor the academic standards of the programmes;
8. To monitor the overall retention, progression and achievement of students.

Authority

9. Boards of Examiners report to the Academic Council.

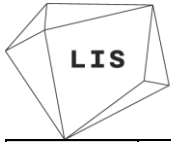
Voting and Recommendations

10. It is expected that decisions of the Boards of Examiners will normally be reached by consensus and after due debate but if a vote is required decisions shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.



Name of policy/procedure:	Boards of Examiners: Membership and Terms of Reference
Document owner:	Hannah Kohler, Director of Admissions and Student Support
Date Originally Created:	02/2019
Last reviewed:	06/2021
Reviewed by:	Andrew Redford (Head of Quality)
Audited by:	Board of Directors Academic Council
Date of Audit:	07/2019 (BoD) 11/2019, 03/2020 (AC – approved)
Date of next review: (annually unless otherwise agreed)	
Related documents: (eg associated forms, underpinning processes, related policies or overarching policies)	Governance Structure Overview General Academic Regulations, notably: <ul style="list-style-type: none"> • Assessment and Classification Framework • Security of Examinations and Assessments Procedures • Academic Misconduct Policy and Procedure • Academic Appeals Procedure • Deferral, Extension and Extenuating Circumstances Policy and Procedure External Examiners Policy and Procedure

Version Control			
Version	Author [name]	Date	Brief summary of changes
1	Hannah Kohler (Director of Admissions and Student Support)	22/02/2019	Original draft
2	Prof. Chris Maguire (Registrar)	22/02/2019	Input on membership and terms and conditions
3	Jasper Joyce (Director of Finance and Operations)	23/02/2019	Minor wording changes
4	Ed Fidoe (Chief Executive)	23/02/2019	Minor wording change
5	Carl Gombrich (Director of Teaching and Learning)	10/03/2019	Clarification of membership
6	Board of Directors	12/07/2019	Signed off Board of Examiners Membership and Terms of Reference



7	Hannah Kohler (Director of Admissions and Student Support)	15/08/2019	Minor wording changes
8	Academic Council	18/11/2019	Requires update given decision to pursue NDAPs
9	Prof. Chris Maguire (Registrar)	10/02/2020	Altered wording in relation to External Examiners and deletion of procedure.
10	Hannah Kohler (Director of Admissions and Student Support)	13/02/2020	Minor wording changes
11	Prof. Chris Maguire (Registrar)	29/02/2020	Changes to the definition of the Chair
12	Academic Council	18/03/2020	Approved
13	Andrew Redford (Head of Quality)	22/06/2022 ¹	Minor wording changes inc Chair