

EXAMINATION BOARD POLICY AND PROCEDURE

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Examination Boards

1. Introduction

- 1.1 This policy and procedure relates to the operation of Examination Boards for taught provision at the University.
- 1.2 An Examination Board must be appointed to consider all academic credit conferred by the University, and for every course leading to an award.
- 1.3 The University operates a tiered Examination Board structure of Module Assessment Boards (MABs) and Progression and Award Boards (PABs) for taught provision. The terms of reference, composition and quoracy requirements of MABs and PABs are detailed within this policy and procedure
- 1.4 The Faculty/ School Education Committee recommends the appointment of officers and members of MABs and PABs to the University Education Committee for formal approval. Markers who are not members of the Board have the right to be in attendance.
- 1.5 The ViceChancellor, Pro-

Exceptional Circumstances Policy and Procedural Guidance
Marking, Moderation and Feedback Policy
Academic Appeals Regulation

3. General Principles

3.1 Marks confirmation by MABs and consideration of marks arrays by PABs and

4. Module Assessment Boards (MAB) terms of reference, composition and quoracy

MAB Terms of Reference: Mr

For the MAB, the minimum quoracy is the Chair, Deputy Chair ~~and~~ other examiners. External Examiners are not required to attend meetings but should be available for consultation if necessary.

MAB Agenda

School's must use the University's common MAB agenda.

MAB minutes

School's must use the University's common MAB minute template, which will be reviewed and published annually with supplementary guidance.

5. Progression and Award Boards (PAB) terms of reference, composition and quoracy

PAB Terms of Reference: Progression and Award

Schools will have an Undergraduate and a Postgraduate PAB Examination Board

- (i) To receive and approve minutes of the previous meeting of the Board, and receive a report of decisions made by Chair's action, or any approved sub~~group~~ since the last meeting.
- (ii) To determine, in accordance with the rules and procedures determined by University Education Committee, whether students for certificates, diplomas or degrees have satisfied the rules for progression from one stage of the course to the next.
- (iii) To recommend to the University Education Committee the award, or intermediate exit award, of certificates, diplomas or degrees to those students who have satisfied the assessment requirements for these awards. Where an External Examiner has exceptionally not been consulted regarding award decisions as required, the Pro Vice Chancellor (Education and Students) will review and approve the awards recommended, to ensure that classification is not unduly delayed. All such cases must be reported to University Education Committee and Senate.
- (iv) To make academic judgements in relation to accepted Exceptional Circumstances Claims and to grant further resits as sits or a repeat stage in accordance with the regulations, to allow students a fair chance to demonstrate academic ability.
- (v)

PAB Composition:

Chair (Head of School equivalent, or nominee);
Deputy Chair (nominated by the Head of School equivalent, in consultation usually for a minimum of three years);
Director of Teaching and Learning;
Director of Student Experience
a representative group of the internal markers of the assessments to be conducted by the board;
the External Examiner(s).

PAB Quoracy and attendance:

Where a final award is to be made, the PAB must meet in full. The quorum is the Chair, Deputy Chair and at least one third of the appointed members of the Board. At least one External Examiner should be present at each PAB where an award is made. Attendance at a PAB where a final award is not to be made may be reduced to a minimum of the Chair and Deputy Chair and at least one member representative of the internal markers. Where a PAB is held in two consecutive sittings, both meetings must be attended by the Chair, the Deputy Chair, at least one External Examiner and at least one representative member.

PAB Agenda

Schools must use the University's common PAB agenda.

PAB minutes must be submitted to the University's common PAB agenda.

6.3 Decisions which are not straightforward,

- 8.1 It is recommended that a premeeting of the PAB is held to determine the recommended strategy to be applied in cases where the Board has discretion and decide which candidates should be drawn to the attention of the Board and External Examiners for discussion.
- 8.2 Membership of the premeeting should be consistent with that of the main meeting, but there are no quoracy requirements and External Examiners are not required to attend.
- 8.3 Pre-meetings should be conducted anonymously by candidate number rather than name.
- 9. Examination Boards for standalone module s
 - 9.1 Where credit is awarded for a module which does not contribute towards a course or an award of the University (a standalone module), the recommendation to award credit can be made either at the Examination Board of the owning School, or by a designated Examination Board (for example, International Summer School).
 - 9.2 The standard MAB or PAB terms of reference will apply.
 - 9.3 The standard MAB or PAB composition and quoracy requirements will apply, however,

- (v) request, if possible, contact details (telephone or email) of all External Examiners for the day of the meeting where they are not able to attend, as a precaution in the unlikely event that the recommendation of the subject specialist External Examiner is required to advise on an area of academic judgement. In such cases, it remains highly desirable that the subject specialist External Examiner is involved (remotely) in this discussion and that they are in agreement with the proposed outcome.

12. Role of the Chair of the Examination Board

12.1 The Chair

- (iv) For hard copy submissions, providing External Examiners with the sample of internally moderated assessments including the comments of internal markers on marks assigned and feedback to students.
- (v) Dispatching sample of assessments with completed batch mark sheet, and including relevant materials such as question papers for unseen exams; generally keeping accurate records of what has been sent to the External Examiner.

Seeking the approval of the External Examiners and signing off examination papers to ensure that they meet the standard required by the Student Administration Office and ensuring appropriate contacts are available during an examination:

- (i) Seeking approval from the Faculty/ School Education Committee where an examination paper or other heavily weighted assessment task has not been signed off by the External Examiner.
- (ii) Proof-reading (see also 'Question papers and titles') prior to finalising and final checking of any printed papers.
- (iii) Ensuring that the rubric refers to any handout that should apply to the examination paper.
- (iv) Ensuring that copies of rubrics are sent to the School Administrator or nominee and the Student Administration Office (for on campus exams) and that any significant changes in format or rubric of question papers are flagged to the Student Administration Office (for on campus exams)
- (v) Ensuring that the final proofread versions of question papers are sent to the Student Administration Office (for on campus exams) in the prescribed format by the appropriate deadline and that any model answers are removed
- (vi) Ensuring that the person responsible for the exam is available for consultation, at the time of the exam(s), including evenings and weekends, and for providing the appropriate Officer in the Student Administration Office with a contact telephone number (if not a member of staff).

- 14.2 External Examiners are required to confirm the appropriateness of the application of the marking and internal moderation processes, based on the assessment outcomes, and where appropriate confirm that any Professional Statutory or Regulatory Body (PSRB)

- (vi) Ensuring the External Examiner has signed the Statement of Procedural Compliance (as required)
- (vii) Providing the outcomes by the published deadlines to Academic Services
- (viii) Maintaining an accurate record of decisions taken outside the meeting for onward reporting, for example by Chair's Action.