

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 Vice-Chancellor, Pro-Vice-Chancellor Education and Students, Pro-Vice-Chancellor Research and Enterprise, or the Pro-Vice-Chancellor Global and Civic Engagement, or any other officer approved by the Pro-Vice-Chancellor Education and Students may Chair, or observe, any Examination Board across the University.
- 1.6 An independent observer from Academic Services may attend all Examination Boards to ensure independent presence and provide advice and guidance on the application on the Progression and Award regulations. Where attendance by a member of Academic Services is not possible, advice and guidance on f amTw 0.207 0 Tdβ2n

- 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 two 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)

PAB Composition:

- Chair (Head of School or equivalent, or nominee);
- Deputy Chair (nominated by the Head of School 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

6.3 Decisions which are not straightforward,

- (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 of the Examination Board (MAB or PAB respectively) is responsible for the following:

- convening the meetings of the MABs and PABs
- agreement between the Chair (or deputy) of the examination board and the Chairs of Boards of Study the allocation of modules to MABs, ensuring that all elective modules owned by the School are assigned to a MAB
- convening the School PAB at School level and including all courses owned by the School.
- ensuring that the examination board functions in accordance with its *Terms of reference*
- ensuring the effective conduct of business
- ensuring that a PAB annual report is drafted for consideration by the FEC/ SEC in Semester 1

13. Role of Deputy Chair of the Examination Board

13.1 A Deputy Chair should normally be appointed for all Examination Boards (MABs and PABs). In the exceptional absence of the Chair, the Deputy Chair will take over the responsibilities of the Chair. The Deputy Chair will assist the Chair in convening the

- (iv) For hard copy submissions, providing External Examiners with the sample of internally moderated assessments including the comments of internal markers

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) requirements related to assessment have been met. They should not act as additional Markers on a par with internal examiners in any circumstances. See Marking, Moderation and Feedback policy for more information regarding moderation.

14.3 In their independent capacity External Examiners have the power to:

- (i) Review proposed assessment tasks and make recommendations for improving the structure or content of the proposed module assessment including examination paper or other heavily weighted assessment.
- (ii) Request and obtain reasonable access to assessed parts of any course, including evidence about a student's performance on a placement.
- (iii) For hard copy assessments, agree with the Deputy Chair of the PAB and the Chair of the Board of Study requirements for a suitable sample of assessments for external moderation drawn from the internal moderation process in line with the Marking, Moderation and Feedback policy.
- (iv) Review and critique the outcome of the internal moderation process, based on the assessment outcomes in the sample.
- (v) Not endorse the outcome of the internal moderation process.
- (vi) Request that the decisions of the PAB are consistent with the requirements of any PSRB.

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- (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.