Boards of Examiners

The terms of reference, membership and operation of Boards of Examiners shall be read in conjunction with the *Regulations for taught programmes*, the *Code of practice for assessment and feedback* and the *Code of practice for external examining: taught programmes*. Terms used shall have the same meanings as defined in those *Regulations*.

For each programme of study at undergraduate and taught postgraduate level and for the taught components of practitioner doctorates, there shall be a Board of Examiners. Cognate programmes can be grouped under the same Board of Examiners.

References to the Chair shall be construed as referring to the Vice-Chair in the absence of the Chair.

**Terms of reference**

1. To be responsible for the general conduct of the assessment of the programme of study, in accordance with the *Regulations for taught programmes* and the *Code of practice for assessment and feedback*.

2. To ensure that suitable arrangements are made for the setting, holding and marking of examinations and other forms of assessment in conjunction with the Assessment and Awards Office of the Student Services and Administration Directorate.

3. To consider and determine for each candidate at each stage of the programme the marks/grades for each examination paper or other form of assessment.

4. To consider the views of the external examiner(s) on any matter concerning the assessment of the programme, whether they are given verbally or in the form of a written report.

5. To recommend to the Senate Progression and Conferment Executive (SPACE) whether each candidate should be permitted to proceed to the next stage of the programme and, if relevant, under what conditions.

6. To recommend to SPACE for transmission to the Senate whether each candidate should be awarded a Degree, Diploma or Certificate and with what class of honours or other mark of credit or distinction, in accordance with the *Regulations for taught programmes*.

7. To ensure that a record is taken and kept of each meeting by the Secretary and any action and/or decisions taken under delegation of functions. This shall include:
   - the marks/grades for each candidate
   - the recommendations to SPACE in respect of each candidate
   - the result of any vote
   - any other matter the Board of Examiners shall deem necessary

8. To ensure that a copy of the agreed award report, together with the recommendation in respect to each candidate, is signed by the Chair and, in the case of the final examination or any other stage which is externally assessed in accordance with the *Code of practice for assessment and feedback* and the *Code of practice for external examining: taught programmes*, by the external examiner(s). If an external examiner is unwilling to sign an agreed award report, he/she shall report the reasons to the Deputy Registrar at the earliest opportunity, who shall inform the Deputy Vice-
Chancellor (Academic Affairs) and the Director of Quality Enhancement and Standards.

9. To ensure that, in addition to the agreed award report, a list of the Board of Examiners’ recommendations is submitted to the Assessment and Awards Office for submission to SPACE and, where appropriate, to the Senate.

10. A Board of Examiners may delegate any of its functions to the Chair, Vice-Chair, Faculty/Departmental Examinations Officer or to a group of members working with Faculty professional services staff, provided that no recommendation for the award of a Degree, Diploma or Certificate shall be made without the involvement of an external examiner. If such a group is unable to reach unanimous agreement on a recommendation for an award, a full meeting of the Board of Examiners shall consider the matter.

11. The Chair shall be responsible for informing the Board of Examiners of any special circumstances which might have affected a candidate’s performance and of which the candidate has informed the Executive Dean of Faculty/Head of Department in accordance with the relevant Regulations.

**Membership**

**Chair**
Appointed by the Executive Dean of Faculty or Head of School/Department from members of academic staff of the School/Department who teach on the programme.

**Vice-chair**
Appointed by the Executive Dean of Faculty or Head of School/Department from members of academic staff of the School/Department who teach on the programme.

**Ex-officio members**
Members of the academic staff\(^1\) of the School/Department who teach on the programme(s)
Members of academic staff of other Schools/Departments who teach on the programme on the recommendation of the Board of Studies
Other persons who teach on the programme on the recommendation of the Board of Studies
Executive Dean of the Faculty or their nominee (normally the Associate Dean, Learning and Teaching
Head(s) of the Schools/Department(s) responsible for the programme, if not otherwise a member
The external examiner(s) (see Code of practice for external examining: taught programmes);

**In attendance**
The Deputy Registrar or nominee (Secretary)
The Faculty/School/Departmental Examinations Officer(s), if not already a member(s)

**Operation**

**Period of appointment**
The Chair and Vice-Chair are appointed for a period not exceeding three years and are eligible for re-appointment.

If a member ceases to teach on the programme they consequently cease to be a member of the Board of Studies provided that such a person shall continue to be a member until the end of the academic year.

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\(^1\) Academic staff are as defined in Regulation 5 of the Introduction to the Regulations.
**Frequency of meetings**
At least once a year. Additional meetings may be held at the discretion of the Chair.

**Quoracy requirements**
The quorum for a meeting shall be not less than one third of the members. Those present shall include the Chair or Vice-Chair and, in the case of a meeting to recommend the award of Degrees, Diplomas or Certificates, at least one external examiner.

At a meeting of a Board of Examiners every effort shall be made to reach a decision by consensus. If it proves necessary to vote on any matter it shall be determined by a simple majority; each member present shall have one vote and in the case of equality the Chair shall have an additional casting vote.

**Confidentiality**
The proceedings of a Board of Examiners shall be confidential to members of the Board and appropriate officers of the University except in relation to the release of results in accordance with the *Code of practice for assessment and feedback*.

**Reports to**
Board of Studies