

Appendix 25 – 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 Academic Administration, Chief Student Officer (CSO) Directorate.
3. To confirm for each candidate at each stage of the programme the marks/grades for each examination paper or other form of assessment.
4. To consider unusual distributions of marks and degree classifications and to take corrective action as necessary in accordance with the [Code of practice for assessment and feedback](#).
5. To propose to the Senate Progression and Conferment Executive (SPACE) any action taken to remedy anomalous mark distributions.
6. 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.
7. To recommend to SPACE 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](#).
8. 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
9. 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 Director of Academic Performance, Quality and Governance at the earliest opportunity, who shall inform the Pro-Vice-Chancellor, Education.

10. To ensure that, in addition to the agreed award report, a list of the Board of Examiners' recommendations is submitted to the Academic Administration office, CSO Directorate for submission to SPACE.
11. To review the outcomes of assessment and other data relating to the delivery of academic programmes and to consider future enhancements for inclusion as part of the continuous enhancement review (CER) action plan.
12. A Board of Examiners may delegate any of its functions to the Chair, Vice-Chair, Faculty/School 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.
13. 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 Pro-Vice-Chancellor, Executive Dean of Faculty/Head of School in accordance with the relevant *Regulations*.

Membership

Chair

Appointed by the Pro-Vice-Chancellor, Executive Dean of Faculty or Head of School from members of academic staff of the School who teach on the programme.

Vice-Chair

Appointed by the Pro-Vice-Chancellor, Executive Dean of Faculty or Head of School from members of academic staff of the School who teach on the programme.

Ex-officio members

- Members of the academic staff¹ of the School who teach on the programme(s)
- Members of academic staff of other Schools 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
- Head(s) of the Schools responsible for the programme, if not otherwise a member
- The external examiner(s) (see [Code of practice for external examining: taught programmes](#));

In addition, the Pro-Vice-Chancellor, Executive Dean of the Faculty or their nominee, normally the Associate Dean, Education is entitled to attend any Board of Examiners in their Faculty as a full member.

In attendance

- One member of the CSO Directorate (Secretary)
- The Faculty/School Examinations Officer(s), if not already a member(s)

¹ Academic staff are as defined in the [Introduction to the Quality Framework](#).

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 Examiners provided that such a person shall continue to be a member until the end of the academic year.

Operation

Prior to each Board of Examiners preparatory work will be undertaken to ensure that Boards receive proposed final marks for confirmation as per item 3 of the Terms of Reference. Marks for individual students will be agreed by the Associate Head of School, Education and at least two members of academic staff delivering on the programme.

Quoracy

The quoracy requirements 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.

Frequency of meetings

Meetings are held at least once a year. Additional meetings may be held at the discretion of the Chair.

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](#).

Decision making outside of meetings

Decisions may exceptionally be taken by Chair's action.

At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 50% of the membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

Reports to

Senate Progression and Conferment Executive (SPACE) for the consideration of overall mark profiles and the award of Degrees, Diplomas and Certificates.
Board of Studies for the local operation of assessment practices