C2: Regulations for Boards of Examiners

Academic year 2014/15
Introduction

1. These Regulations 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.

2. For each programme of study leading to a first degree or Masters’ degree by examination and dissertation, a Diploma or a Certificate of the University, there shall be a Board of Examiners. When two or more programmes of study have a substantial part in common, the Quality and Standards Sub-committee may determine that there shall be a joint Board of Examiners.

Membership

3. The members of a Board of Examiners shall be:

   (i) the members of the academic staff¹ of the Faculty responsible for the programme(s) who teach on it;

   (ii) such numbers of members of academic staff of other Faculties who teach on the programme as shall be determined by the Quality and Standards Sub-committee on the recommendation of the Board of Studies;

   (iii) such other persons or group of persons who teach on the programme as shall be appointed by the Quality and Standards Sub-committee on the recommendation of the Board of Studies;

   (iv) the Dean of the Faculty or their nominee (normally the Associate Dean, Learning and Teaching), Head(s) of the Department(s) responsible for the programme, if not otherwise a member;

   (v) the external examiner (see Code of practice for external examining: taught programmes);

The Deputy Registrar or his/her representative may attend meetings of the Board of Examiners. The Faculty/Departmental Examinations Officer(s), if not a member(s) may also attend meetings.

4. A member appointed under Regulations 3(i), 3(ii) and 3(iii) shall cease to be a member of a Board of Examiners if he/she ceases to teach on the programme, provided that such a person shall continue to be a member until the end of the academic year.

Appointment of Chair and Vice-Chair

5. For each Board of Examiners there shall be a Chair and a Vice-Chair both of whom shall be appointed by the Dean of the Faculty/Head of Department from persons who are members under Regulations 3(i) or 3(iv). The Chair and Vice-Chair must have completed the University training for Boards of Examiners before commencing their role and shall be appointed for a period not exceeding three years. They shall be eligible for re-appointment. References to the Chair in these Regulations shall be construed as referring to the Vice-Chair in the absence of the Chair.

Meetings

6. A Board of Examiners shall meet not less than once a year. The Chair shall be responsible for the arrangement of meetings.

¹ Academic staff are as defined in Regulation 5 of the Introduction to the Regulations.
Quorum
7. The quorum for a meeting shall be 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.

Voting
8. 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.
9. 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 Dean of Faculty/Head of Department in accordance with the relevant Regulations.

Duties
10. A Board of Examiners shall 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, and in conjunction with the Assessment and Awards Office of the Academic Registry, and shall ensure that suitable arrangements are made for the setting, holding and marking of examinations and other forms of assessment.
11. A Board of Examiners shall consider and determine for each candidate at each stage of the programme the marks/grades for each examination paper or other form of assessment. It shall 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 under what conditions, if any, and, in the case of final examination, it shall 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.

Delegation of functions
12. 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 the Faculty Registrar, 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.

Recording of proceedings
13. The Chair shall arrange that a record is taken and kept by the Faculty Registrar of each meeting of a Board of Examiners 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
Agreed Award reports

14. A copy of the agreed award report, together with the recommendation in respect to each candidate, shall be 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. The signed agreed award report shall be taken to the Assessment and Awards Office in the Academic Registry as soon as possible after it has been completed.

Recommendations

15. The Chair shall arrange that, in addition to the agreed award report, a list of the Board of Examiners recommendations in prescribed form is taken to the Assessment and Awards Office as soon as it can be prepared. The University Assessment and Awards Office shall submit the recommendations to SPACE and, where appropriate, to the Senate.

16. The confirmed results of assessments and awards are published and distributed to students by the Academic Registry.²

17. A Board of Examiners shall 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. Written reports submitted by external examiners will be considered by the appropriate Board of Studies as part of the annual programme review.

18. The proceedings of a Board of Examiners shall not be invalidated solely by any vacancy in its number or by any defect in the appointment or qualifications of its members.

19. The proceedings of a Board of Examiners shall be confidential to members of the Board and appropriate officers of the University except as provided in Regulation 16 above.

² Further information on the release of results is given in the *Code of practice for assessment and feedback*. 
