



REGULATION D3: BOARD OF EXAMINERS

(formerly Regulation 9: Boards of Examiners)

1. Registry oversees the establishment of such local and central module, progression and award boards of examiners as may be required. All local and central award boards will formally report to the Senate for the confirmation of awards at Levels 6, 7 and 8.

2. LOCAL MODULE EXAMINATION BOARDS

2.1 There will be local module examination boards. Schools will determine the number and composition of local module examination boards at undergraduate and postgraduate level in such a way to ensure that they cover the modules for programmes offered by the School. The School has responsibility for arranging a sufficient number of module examination boards to ensure that due consideration can be given to the delivery and assessments of each module and the marks achieved by students on these modules. The scheduling of module examination boards has to take account, where applicable, of the mark deadlines prescribed in the Academic Assessments Calendar.

2.2 Constitution: The examination board will have as its membership the following

- The Chair - who will be an academic member of staff the School but not the programme director – who should have detailed knowledge of the relevant University and programme regulations
- The Academic Assessment Officer or equivalent
- Programme Directors (or equivalent) for all the programmes or subjects under consideration
- Academic members of staff involved with the delivery and assessment of the modules under consideration, at the discretion of the School and subject to the quoracy rules below
- The relevant external examiner(s)

2.3 Quoracy: For the transaction of business, there must be at least the Chair and two internal members of staff present, as well as a secretary to record the minutes of the board meeting. The attendance of the external examiner at the relevant local module examination board is a requirement at least once per academic year, normally at the end of the academic

year. Only in exceptional circumstances and by prior arrangement may the external examiner discharge their responsibilities without participation at the board.

2.4 The functions of the local Module Examination Boards are:

- i. to receive assurances regarding the delivery and assessment of the modules for which marks are being considered;
- ii. to consider the component marks and to approve the overall mark to be awarded to each student for each module;
- iii. To note valid ECs and other approved requests for extensions or further assessment attempts;
- iv. to consider the range of performances across modules and to make recommendations regarding the reassessment modes and timings for those students entitled to further assessment attempts;
- v. to make recommendations to Senate for the award of University prizes.

2.5 Heads of School are responsible for deciding the procedure to be followed in the review and approval of summative assessment tasks, where these account for more than 20% of the module mark, ensuring appropriate involvement of external examiners in the process.

3. CENTRAL PROGRESSION AND AWARD BOARDS

3.1 There will be a Central Board of Examiners for each undergraduate level of study to consider the progression and award outcomes for all candidates who are not considered by a Local or Bespoke Progression or Award Board.

3.2 Constitution: These Central Boards of Examiners will have as its membership the following:

- a Pro Vice-Chancellor, or appropriate nominee, nominated by the Vice-Chancellor in the Chair
- a representative for each subject
- the Chief External Examiner
- each Central Board of Examiners will normally have the Head of Records and Awards in attendance in an advisory capacity

3.3 Quoracy: For the transaction of business, there must be at least the Chair and ten internal members of staff present, as well as a secretary to record the minutes of the board meeting. The attendance of the Chief External Examiner at each central progression and award board is a requirement at least twice per academic year.

3.4 The functions of Central Boards of Examiners shall be:

- i. to agree the progression outcome and, where relevant, provisions for retrieval of failure in respect of each student;
- ii. to make recommendations to Senate on awards and classifications to be made to individual students;
- iii. to confirm prizes for students nominated for these by their Schools.

4. LOCAL PROGRESSION AND AWARD BOARDS

4.1 There will be local Progression and Award Boards to consider the progression and award outcomes for candidates on programmes which do not fit the structure or academic calendar to allow them to be considered by a Central Progression or Award Board. This includes typically undergraduate programmes in the Faculty of Medicine and Health Sciences and all postgraduate programmes.

4.2 Constitution: These Local Progression and/or Award Boards of Examiners will have as its membership the following:

- The Chair - who will be an academic member of staff in the School but not the programme director – who should have detailed knowledge of the relevant University- and programme regulations
- The Academic Assessment Officer or equivalent
- Programme Directors (or equivalent) for all the programmes or subjects under consideration
- Academic members of staff involved with the delivery and assessment of the modules under consideration, at the discretion of the School and subject to the quoracy rules below
- The relevant external examiner(s)

4.3 Quoracy: For the transaction of business, there must be at least the Chair and two internal members of staff present, as well as a secretary to record the minutes of the board meeting. The attendance of an external examiner is a requirement for award boards where final degree outcomes and classifications are agreed.

4.4 The functions of local Progression and Award Boards of Examiners shall be:

- iv. to agree the progression outcome and, where relevant, provisions for retrieval of failure in respect of each student;
- v. to make recommendations to Senate on awards and classifications to be made to individual students;
- vi. to confirm prizes for students nominated for these by their School.

5. OTHER EXAMINATION BOARDS

5.1 For any programme offered by the University and not covered in sections 3 and 4 above, the Academic Registrar will approve appropriate examination board arrangements.

5.2 For Foundation Year programmes, there shall be Foundation Year local module examination boards set up in line with the principles set out above.

5.3 Foundation Year awards and progression to undergraduate degree programmes at the University will be considered at a Foundation Year Progression and Award Board, which shall be constituted as follows:

- a Dean or nominee in the Chair
- a representative from each Faculty offering progression to Foundation Year students
- the Head of Foundation Year Centre
- the Head of Student Records and Examinations or nominee
- the Head of Academic Quality and Student Conduct or nominee

5.4 For programmes offered in collaboration with a partner, the University will consider at the outset the most appropriate examination board arrangements, to be agreed by Academic Registry. To ensure the necessary oversight, Registry may from time to time require the inclusion of additional internal or external members for the board.