

SUBJECT BOARD OF EXAMINERS – TERMS OF REFERENCE

Terms of Reference

The terms of reference of the Subject Board are:

1. to oversee assessment procedures in designated programmes and to maintain standards of assessment;
2. to apply the assessment regulations for the programme;
3. to moderate the module marks achieved by students;
4. to consider and approve the assessment marks achieved by students;
5. to consider and approve module results and the award of associated credit;
6. to determine requirements for deferred or referred students;
7. to consider recommendations in respect of students with mitigating circumstances;
8. to consider recommendations following investigations into academic unfair practice;
9. to ensure that decisions on module results are accurately recorded and are available to the Awards Board;
10. actions arising.

Composition

- Chair: Academic Programme Director responsible for the programme(s) under consideration (or nominee)
- Programme Leader(s) responsible for the programme(s) under consideration
- Module Leader(s) responsible for the module(s) under consideration, or named substitute with authority to speak on behalf of the Module Leader
- External Examiner(s) appointed by the Quality and Standards Committee
- A representative from Registry who has been involved in marking administration for the modules under consideration.

The Head of Quality will designate a Secretary for all meetings of the Examination Board.

External Examiners appointments will initially be for 3 years

Quorum

The quorum for meetings of the Examination Board requires the following to present:

- The Chair
- At least one External Examiner
- At least 50% of Module Leaders or their named substitutes



Frequency of meetings

Examination Boards will normally meet quarterly after each assessment period, and not less than once per year.

Minutes

The proceedings of the Examination Board will be formally minuted. The minutes will include:

- a complete list of agreed marks/grades
- a list of all students considered by the Board showing any decision taken in respect of that student
- details of any deferral or referral arrangements
- details of any mitigating circumstances considered by the Board
- details of any cases of academic misconduct considered by the Board
- comments by external examiners
- comments by internal examiners

Last approved by Academic Board: 23.03.17