

Boards of Examiners

What will we cover?

- Boards of Examiners Framework and function
- The Roles of the Chair and Secretary
- The Role of the External Examiner
- The Regulatory Framework

Boards of Examiners

- Accountable to Academic Board
- Tiered System
 - Subject Boards at Institute level agree marks/grades and make recommendation to ...
 - Board of Examiners determine progress, final award and classification if appropriate
- Pre-Board Meetings
- No anonymous consideration at Boards
- No consideration of Mit Circs at Boards
- Confidential

Subject/Course Boards of Examiners

- Chaired by HoI or nominee
 - Not the Course Leader
 - Not Link Tutor, though must attend
- Will consider results for subject or courses within the Institute
- External Examiner expected to be present

Role of Board

The terms of reference of Course Board of Examiners:

- a) scrutiny and approval of assessment items and their marking;
- b) assuring the appropriate standards for modules;
- c) considering the performance of students on modules
- d) confirming the grades achieved by students on modules
- e) noting decisions of Mitigations Committee
- f) noting decisions of Cheating Committee

Boards of Examiners

- If a Course Board (not UMS) - Chaired by HoI or nominee
- If a Scheme Board - chaired by HoI agreed by Academic Board
 - All external examiners have right to attend but usually only Chief External does

Role of Board

The terms of reference of Board of Examiners:

- a) reviewing the students' entire profile of module results
- b) making decisions regarding progression
- c) confirming eligibility for awards on the basis of accumulated credit
- d) ensuring any award-specific requirements have been met
- e) conferring awards and if appropriate agreeing the classification of each student

Pre-Board Meetings

- What are they for?
 - An opportunity to review student profiles
 - To check students have taken/passed all mandatory
- Why are they helpful?
 - Iron out issues in advance
 - Ensure appropriate documentation is available for the Board
 - Enables the Board to be more effective and

Standard Agenda [1]

- Apologies for absence
- Declaration of Personal Interest
- Approval of minutes
- Matters Arising
- Consideration of marks/grades
 - re-assessment recommendations
 - Consideration of outstanding Re-assessment and Late results
 - List any modules where no marks received
 - Consider statistical reports

Standard Agenda [2]

- Outcomes of Cheating Committees
- Recommendations for failing students
- Re-assessment
 - Missing reassessment items
 - [Arrangements for Re-assessment Board](#)
- Comments from the external examiners
 - If no attendance, comments in writing
 - If no comments, seek advice from KP
- Report from Module Moderation Group
- Modules referred to MMG
- Approval of Assessment Items

Post-Exam Board Policy

- Modules referred to MMG where results are out of line with rest of provision
- Assurance of consistent application of standards
 - Not to alter marks
- Report on outcomes to HoI and next meeting of Exam Board

Role of the Chair [1]

- To ensure representation
- To relay comments from externals not present
- To ensure clear decisions
- Re-assessment dates
- Regulations

Role of the Chair [2]

- Report on Chair's Action
- To sign the list
- To set/confirm date of next meeting
- Oral report from external examiner
- Action

Role of the Secretary

- Prepare agenda
- Prepare papers
- Attendance
- Provide advice and guidance
- Record decisions
- Take minutes
- Produce results list
- Circulate minutes

Role of the External Examiner

- Key role in QA&E mechanisms
- Ensuring fairness of assessment
- Comparability of standards outside and within UW
- Attendance at Examination Board
- Moderation of marks
- Reporting to Academic Board
- Providing advice on proposed changes

Rights of the External Examiner

- Report to the Vice Chancellor
- See sample of all assessment tasks
- Inspect any assessment material
- To meet students and staff
- To discuss (and, exceptionally, amend) marks
- To attend the Subject Board and Board of Examiners meeting

Practical arrangements

- Role of AQU: (Margaret Chaffey)
- Role of Examination and Assessment Officers
- Who receives External Examiner Reports and why

Regulatory Framework

- General: Regulations for External Examiners
- Undergraduate Regulatory Framework (URF)
- Postgraduate Regulatory Framework (PRF)

Support from Registry Services

Staff SOLE pages

- Mark entry
- Reports – Module Paperwork, statistics

Progression; Rules based calculation

Issues

- Setting of reassessment work

HESA

- Fundcomp1

Modules

- All single modules = 15/20 credit points
- Module levels: Level 4, Level 5, Level 6
- After completing Level 4 students may take a ninth module at Level 5
- Must take 8 at Level 6
- Students may take up to 10 modules at Level 6 (two in their second year) if they choose to

Failure and reassessment

Undergraduate:

- Three re-assessment opportunities after initial failure
 - (2) Reassessment, (3) Retake, (4) Reassessment
- Grade at re-assessment limited to D- in assessment item and the module

Postgraduate:

- Two re-assessment opportunities after initial failure
 - (2) Reassessment or Retake, (3) Reassessment
- Grade at re-assessment limited to 50% in assessment item and the module
- No opportunity to take assessment again, or repeat the module, to improve the mark
- No Condonment/Compensation

Progression

To be awarded an honours degree, a student must have been awarded 360 credits. Within this total, the overall requirements and progression requirements at each Level are as follows:

Level 4:

- to complete Level 4, students must be awarded 120 credits at Level 4
- to progress to Level 5, students must have been awarded 90 credits at Level 4 or higher

Level 5:

- to complete Level 5, students must be awarded 120 credits. Of these, a minimum of 105 credits must be at Level 5 or higher with at least 75 credits at Level 5
- to progress to Level 6, students must have been awarded 90 credits at Level 5 or higher

Level 6:

- to complete Level 6, students must be awarded at least 120 credits and no more than 150 credits at Level 6

Awards

To qualify for an award within the Scheme a student must take and achieve credit for modules at a Level and to a total credit rating according to the following scheme:

- CertHE: 120 credit points
- DipHE: As for CertHE, plus a further 120 credit points at Level 5 or 3, of which at least 90 must be in Level 5 modules
- Degree: As for DipHE plus a further 60 credit points in Level 5 or 3 modules
- Honours Degree: As for DipHE plus a further 120 credit points in Level 6 modules (must include Independent Study)

Honours Classification

Two methods

- Best three grades attained at Level 5 and the best eight at Level 6, (method 1) or
- Best eight grades attained at Level 6 only (method 2)
- Must have passed an Independent Study for honours degree

Procedures

- Mitigating Circumstances
- Late submission of assignments
- Academic Appeals
- Complaints

Attendance Policy

- Very flexible – not compulsory across institution
- A module may have all or some attendance elements designated as mandatory
- Attendance lists are kept by tutor
- Student must apologise for absence
- Failure to attend = not eligible to be assessed
- Mitigations NOT appropriate route for students who fail attendance policy

Late submission of written assignments – 2009/10

- Within 24 hours of deadline
- After 24 hrs but within 5 days
- >5 days after deadline
- No penalty
- Marked – capped at D- (minimum pass)
- Not marked – non-submission unless MCs made and agreed

Mitigating Circumstances

What are they?

- Significant events outside of students control which have adversely affected ability to complete assessment
 - Bereavement
 - Serious illness/hospital treatment
significant family circumstances
 - Excessive employment (not FT students)
 - Require documentary evidence

Mitigating Circumstances

Not accepted:

- Financial problems
- Moving house
- Dead dogs
- Computer crashes
- holiday
- Student administrative incompetence
 - Losing a letter

Mitigating Circumstances

Procedure:

- Student completes form
- Complaints & Appeals Officer/Chair of Mitigations Committee
 - Chairs action to accept claims
- Mitigations Committee considers:
 - Borderline/rejected claims, issues of principle
- If accepted – set outcomes

Mitigating Circumstances

Set outcomes

- Fail
- Non-submission
- Late work
- D- and above
- NO MARK
ADJUSTMENT
- Reassessment – 1st
attempt
- Reassessment – 1st
attempt – latest
grade counts

Mitigating Circumstances

Role of staff

- Provide guidance on procedure
- Signpost advice
 - Registry Services web site
 - Louise Heath
 - Students Union
- Provide letter of evidence/support

Academic Appeals and Complaints

- Procedure:
- Student completes form
- Head of Registry Services determines if grounds for appeal – if not – reject
- Head of Institute
 - Response within 7 days
 - If accepting appeal – response sent to Head of Registry Services for 'approval'
- Hearing
 - Appeals Committee

Anonymous marking

- New for AY 2004/5
- Not all work can be marked anonymously
- No anonymous consideration at examination boards

Registry Services on the web (<http://www2.worc.ac.uk/registry/>)

REGISTRY SERVICES

University of Worcester **Services**

Thursday, May 13 2010

Useful Links:
Students
Staff
Programme Advisors' Weekly Schedule
Module Directory 2010/11
Module Availability 2010/11

search... Search

Documents:
Admissions Handbook

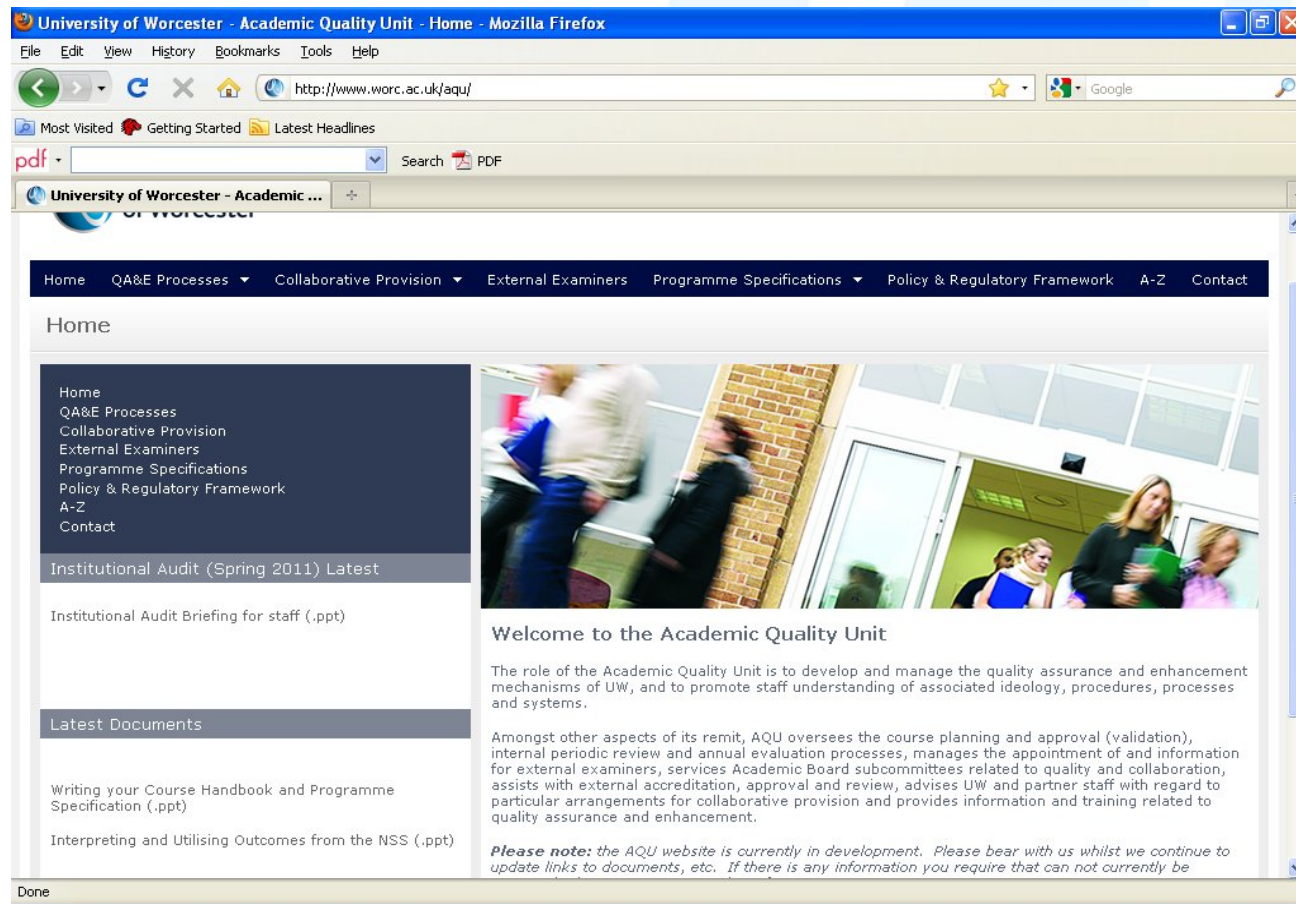
Home
Regulations and Procedures
Academic Year Dates
Recruitment & Admissions
Student Records
Assessment
Appeals & Complaints
Graduation
Certificates and Transcripts
Programme Advisory Service
Data Management Unit
Student Handbooks
Committees
FAQs
Data Protection
Briefing Notes
News
Feedback

Registry Services Blog - Visit our new information blog

Get ADOBE® READER® Word
Follow us on Twitter

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AQU webpages (www.worc.ac.uk/aqu)



The screenshot shows a Mozilla Firefox browser window displaying the University of Worcester Academic Quality Unit (AQU) website. The browser's address bar shows the URL <http://www.worc.ac.uk/aqu/>. The website's navigation menu includes: Home, QA&E Processes, Collaborative Provision, External Examiners, Programme Specifications, Policy & Regulatory Framework, A-Z, and Contact. The main content area features a "Home" section with a sidebar menu listing: Home, QA&E Processes, Collaborative Provision, External Examiners, Programme Specifications, Policy & Regulatory Framework, A-Z, and Contact. Below this, there is a "Latest Documents" section with two entries: "Institutional Audit (Spring 2011) Latest" and "Institutional Audit Briefing for staff (.ppt)". A large image of students in a hallway is displayed, followed by a "Welcome to the Academic Quality Unit" section. The text explains the role of the AQU and lists its responsibilities, including course planning, approval, internal review, and external accreditation. A "Please note" section states: "Please note: the AQU website is currently in development. Please bear with us whilst we continue to update links to documents, etc. If there is any information you require that can not currently be".



Any Questions?