

# Boards of Examiners

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# 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
- 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

# 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

# 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)
- *Normally*, must have passed an Independent Study for honours degree

# Procedures

- Attendance Policy
- 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

# Mitigating Circumstances

- **Mitigating Circumstances:** where an unexpected event seriously affects the student's performance;
- **Suspension of Study:** where changes in the student's personal circumstances or illness make it difficult for them to continue with their studies at the present time;
- **Extension:** where the agreement of a later deadline for submission of an Independent Study or Dissertation will enable the student to complete the assessment.

# Late submission

## Action by student:

Work submitted late but within 5 days

Work submitted late but within 14 days

Work not submitted or after 14 days

Claimed for performance affected and mark is D- or above

## Successful

Work marked as if on time

Work marked as if on time

Reassessment at first attempt unless claim was for a piece of reassessment

Opportunity for reassessment at same attempt

## Unsuccessful

Work marked but capped at D-

Fail - worked graded as 'L2'

Fail - student required to retake module

Original grade stands

# Regulatory changes from 2010

- Encourage student engagement in assessments:
  - encourage claims based upon the late submission
  - non submission claims not expected to be upheld
- Expectation that the student will submit work:
  - require evidence to demonstrate mitigating circumstances for the period immediately leading up to the assessment and must in addition demonstrate why it was not possible to submit the coursework within 14 days of the deadline

# 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

# www.worcester.ac.uk/registry

The screenshot shows a Mozilla Firefox browser window displaying the University of Worcester Registry Services website. The browser's address bar shows the URL <http://www.worcester.ac.uk/registryservices/index.htm>. The website header includes the University of Worcester logo and the text "Registry Services". Below the header, there is a "Home" section with a navigation menu listing various services such as "Regulations and Procedures", "Academic Year Dates", "Recruitment and Admissions", "Student Records", "Assessment", "Appeals and Complaints", "Graduation", "Programme Advisory Service", "Data Management Unit", and "Student Handbooks". A "Useful Links" section provides links to "Programme Advisors' Weekly Schedule", "Module Availability 2010/11", "Registry Services News Blog", "Follow us on Twitter", "Registry Services TV", and "Data Protection". A "FAQ's" section is also visible. The main content area features a "Welcome to Registry Services" heading, followed by a paragraph explaining the department's role as the central academic and administrative support. It lists the four distinct offices: Admissions, Student Records, Programme Advisers, and Data Management. The "Where are we located?" section provides details about the Woodbury Building and the location of the Student Records Office and Admissions Office. A note mentions three networked terminals available for student access at the Student Services Enquiry Desk. The footer of the page states that documents are produced in Adobe Acrobat or Microsoft Word and provides a link to download a reader/viewer.

# [www.worc.ac.uk/aqu](http://www.worc.ac.uk/aqu)

The screenshot shows a Mozilla Firefox browser window displaying the University of Worcester Academic Quality Unit website. The browser's address bar shows the URL <http://www.worc.ac.uk/aqu/>. The website header features the University of Worcester logo and the text "Academic Quality Unit". A dark navigation bar contains the following menu items: Home, QA&E Processes, Collaborative Provision, Assessment Practice, Programme Specifications, Policy & Regulatory Framework, A-Z, and Contact. The main content area is titled "Home" and includes a sidebar with a list of navigation links: Home, QA&E Processes, Collaborative Provision, Assessment Practice, Programme Specifications, Policy & Regulatory Framework, A-Z, and Contact. Below this list are sections for "Institutional Audit (Spring 2011) Latest" and "Latest Documents", with the latter listing "Interpreting and Utilising Outcomes from the NSS (.ppt)". The main content area features a large photograph of students in a hallway and a "Welcome to the Academic Quality Unit" section. This section contains two paragraphs of text: "The role of the Academic Quality Unit is to develop and manage the quality assurance and enhancement mechanisms of the University, including the course planning and approval (validation), internal periodic review and annual evaluation processes, the appointment of and provision of information for external examiners, servicing of Academic Board subcommittees related to quality and collaborative programmes and external accreditation, approval and review." and "The Unit also aims to promote staff understanding of associated ideology, procedures, processes and systems, including providing support and guidance related to collaborative provision and information and training related to quality assurance and enhancement activities."



Any Questions?