



Terms of Reference for Higher Education Assessment Boards

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Introduction

1. Principles

- 1.1. The following information outlines the constitution and terms of reference for higher education Assessment Boards at the College. It also explains the responsibilities of those staff who are members of these Boards.
- 1.2. Assessment Boards are responsible for the operation of the decision-making process relating to marks, progression, and awards. Decisions of Assessment Boards in respect of assessment results and the conferment of awards constitute recommendations to the validating partner.
- 1.3. Each Assessment Board will make judgments on student performance within its respective terms of reference. It will minute the basis on which decisions are made and forward the results to the Exams Department and the validating partner.

2. Authority of Assessment Boards

- 2.1. The power to confer academic awards rests with the validating partner. The validating partner has delegated its authority to the College in respect of awards made to individual students.

3. Scope and Powers

- 3.1. No body other than an Assessment Board has the authority to recommend to the validating partner the outcome of assessment, the conferment of an award, or to amend the decision of a properly constituted Assessment Board acting within its terms of reference and in accordance with the regulations for the programme of study.
- 3.2. The validating partner has the right and duty to monitor the proceedings of an Assessment Board. It may intervene to be assured of, or to ensure, the proper conduct of a Board either on its own initiative or at the request of the College.
- 3.3. Additionally, the College will operate a system of independent observation to assure itself that Assessment Boards operate properly and effectively within their terms of reference. As such, an independent observer, nominated by the Vice Principal Quality & Performance, is entitled to attend any Assessment Board. Such observers do not have the authority to participate in the Board's decision-making.
- 3.4. An Assessment Board may not alter any regulation.

4. Confidentiality of Assessment Boards

- 4.1. The deliberations of all Assessment Boards are strictly confidential. All proceedings which relate to individual students are confidential to members of the Assessment Board, the Secretary to the Board, the Principal, Vice Principals and Deputy Principal.
- 4.2. Marks or grades awarded for summative assessment tasks may be communicated to students as part of the assessment feedback process. However, it must be stipulated that such marks or grades are provisional and subject to ratification by the relevant Assessment Board.
- 4.3. Under no circumstances may module results, progression decisions, or award classifications be communicated to students until they have been formally agreed by the relevant Assessment Board and ratified by the relevant validating institution.

5. Impartiality of Assessment Boards

- 5.1. The deliberations of all Assessment Boards will take place with due regard to the principles of transparency, independence, equity, and impartiality. Assessment Boards will ensure there is no conflict of interest during proceedings that might compromise these principles.
- 5.2. Members of Assessment Boards are required to inform the Chair of any personal interest, involvement or relationship with a student being considered. This should normally take place in advance of the meeting of the Board.
- 5.3. Any person, who may or may not be a member of the Assessment Board, with responsibility for assessing student work, who has a potential conflict of interest must declare that interest to the Chair of the Board. In such circumstances, that person should not be the sole examiner for the student concerned on any individual module.
- 5.4. In addition to those declared in advance, the Chair should ask members present at a meeting of an Assessment Board for expressions of personal interest which may impair the impartiality of any judgements made by the Board.
- 5.5. If a member of the Assessment Board is aware of any potential conflict of interest, this must be declared and recorded in the minutes of the meeting. Unless prior dispensation has been given by the Chair, the member will leave the meeting of the Board when the individual case is being considered. In instances where the member concerned is permitted to remain in attendance during consideration of the student(s) concerned, the person involved shall not take part in any discussion or decisions pertaining to the issues or student(s) concerned. This action will be recorded in the minutes.

- 5.6.** In instances where Assessment Boards are asked to consider outcomes from other regulatory processes (e.g. academic misconduct, extenuating circumstances), due regard will be given to the impartiality of the Chair and Members of the Board. If the Chair has had any previous formal involvement in a case to be considered by an Assessment Board, they will declare an interest and hand the Chair over to an appropriate senior colleague for the duration of the relevant discussion. Similarly, if any Member of the Board has had formal involvement in a case to be considered, they will declare an interest and must not take part in the discussion and decision-making process. The minutes of the Assessment Board should record all such declarations and actions.
- 5.7.** If a member of staff is a student on a module/programme being considered by the Board, they will not be involved in the Board in any capacity.

6. System of Assessment Boards

- 6.1.** The College operates a two-tier system of Assessment Boards to determine the outcome of student assessment. This system is conducted sequentially through Module Boards and Progression and Award Boards.
- 6.2.** Module Boards determine the marks for each individual module a student has studied and consider matters relating to failure and reassessment. Progression and Award Boards receive marks from the relevant Module Assessment Board(s) and determine progression and awards upon completion of the modules relating to a particular stage of study. Progression and Award Boards will apply compensation where appropriate and determine whether a student may be offered the opportunity to trail or restudy modules. All such decisions will be taken within the regulatory framework validating partners.

7. Scheduling and Frequency of Assessment Boards

- 7.1.** Assessment Boards meet on a serial basis. Both Module Boards and Progression and Award Boards will meet as required, normally on two occasions during an academic year, though where appropriate, more meetings of each Board are permitted.
- 7.2.** The first occasion will consider first-sit student performance and is referred to as the first point of consideration. The second occasion will deal with matters relating to second-sit performance and, where necessary, deferred assessment. This is known as the second point of consideration.
- 7.3.** The timing of Assessment Boards will be determined by the College unless the validating partner has an over-riding requirement which will take precedence. Scheduling will usually be organised in such a way as to best facilitate student progression and achievement.

- 7.4. Where appropriate, Module and Progression and Award Boards may be combined into a single event, but each Board must be held independently in accordance with its constitution and terms of reference.
- 7.5. It is the responsibility of the Higher Education Office [HEO] to schedule and co-ordinate the Assessment Boards relating.

Module Board: Terms of Reference

8. Establishment, Purpose, and Scope of a Module Board

- 8.1. A Module Board will be established for each award assessed by the College. Every module will be included within the scope of one such Module Board.
- 8.2. The Module Board is responsible for considering student performance on individual modules comprising a programme of study and ratifying the assessment results for those modules. The Module Board will forward these results to the relevant Progression and Award Board.
- 8.3. In determining results, the Module Board will pay due regard to the maintenance of academic standards and the fairness and consistency of the assessment process. All decisions will be taken in accordance with the appropriate validating partner Assessment Regulations.
- 8.4. A Module Board has the authority to change the marks/grades of individual students or groups of students. Any such changes must be undertaken in reference to the cohort as a whole and with due regard for the equity of the assessment process. All changes must be agreed by the Module External Examiner.
- 8.5. A Module Board is not vested with the power to recommend students for awards. Rather, it is charged with monitoring the academic standards and performance data of the modules within its remit. As such, a Module Board, in exceptional circumstances, has the authority to suspend consideration of a module and instigate an investigation into the validity of the results if it believes a course management issue has arisen and the application of the Regulations would be unjust to a student or students.
- 8.6. A Module Board may delegate the tasks defined within its terms of reference to the Chair, individual members, or sub-groups. All such delegations must have clear justification and be recorded in the minutes. Any actions taken on behalf of the Board shall be reported at its next meeting.

9. Constitution and Membership of a Module Board

- 9.1. A Module Board will normally have the following membership:
 - a. Chair: a senior academic or manager who is independent of the programme and/or subject area(s) under consideration.
 - b. The Programme/Course Leader responsible for the programme(s) to which the modules being considered contribute.

- c. The Module Leader, or nominee, of each module whose results will be considered.
- d. The Module External Examiner(s) associated with the modules under consideration.
- e. The Secretary to the Module Board.

9.2. The following have the right to attend a Module Board:

- a. Principal or nominee
- b. Independent observer
- c. Representative of validating partner

9.3. If a Module External Examiner is not able to attend the meeting of the Board, s/he must be consulted. All decisions taken by the Module Board remain provisional until confirmed by the appropriate External Examiner(s).

9.4. No student may be a member of a Module Board or otherwise attend a meeting of the Board. Members of staff who are students on the module(s) under consideration by the Board are considered as students in this context.

9.5. There will be no formal numerical quorum established for meetings of a Module Board. Whether a board is quorate or not will be determined by the Chair. Quorum will not be established without the presence of the Chair.

10. Functions of a Module Board

10.1. To receive the minutes of the previous meeting of the Board and note any business undertaken by Chair's action.

10.2. To ensure all decisions made about individual students are taken with due regard for the principles of equity, impartiality, and consistency.

10.3. To ensure all decisions made by the Board are taken in accordance with the appropriate Assessment Regulations.

10.4. To determine and ratify the marks for the assessment and reassessment of individual students registered on modules considered by the Board, considering any Mitigating Circumstances which have been approved or are otherwise pending approval.

10.5. To determine the reassessment arrangements in respect of students who have not satisfied the criteria to pass a module considered by the Board and notify the relevant Progression and Award Board(s) of such arrangements and/or the outcomes of those arrangements.

- 10.6. To monitor student performance in relation to module marks and statistics and confirm that the standards achieved in the modules under consideration are being maintained and are consistent with comparable standards in the sector.
- 10.7. To identify any anomalies in student performance or other cause for concern which may indicate a course management issue has arisen that could lead to an injustice being transacted in the Board's decision-making and/or the application of the Assessment Regulations. In such cases, the ratification of results for the module(s) concerned should be deferred and the Irregular Results Procedure instigated.
- 10.8. To implement the appropriate penalty in the event of it being established that a student has breached the Regulations Relating to Academic Misconduct.
- 10.9. To act in accordance with the outcome of any appeals, made through the College's Assessment Review Procedures, which have been upheld.
- 10.10. To agree what actions shall be delegated to the Chair, nominee, or sub-group, of the Board and to confirm that all such actions will be reported to the Board at its next meeting.
- 10.11. To meet any additional expectations required by Professional, Statutory and Regulatory Bodies (PSRBs) or other such external bodies.

11. Operational and Procedural Matters

- 11.1. Decisions about student performance on each module will be taken on the basis of the evidence presented on the outcomes of assessments only. No reference will be made to any other evidence submitted by the student or members of the Board.
- 11.2. When making decisions about individual student performance, the Module Board will normally only discuss those students who have failed to satisfy the requirements of the assessments.
- 11.3. An individual student who has approved Mitigating Circumstances in a particular module, or who is awaiting the outcome of an application that is pending, will be flagged on the relevant module report(s) considered by the Board. However, the details of the circumstances will not be made available to the Board.
- 11.4. The Module Board will thus confirm in respect of each student on each module within its remit:
 - a. The ratified mark that will be entered student's record and which will appear on the student's transcript.
 - b. The student has passed, failed, or is eligible to be reassessed in the module under consideration; or consideration of outcomes for the module(s) in question is deferred.

12. Delegated Authority (Chair's Action)

- 12.1.** A Module Board may delegate its responsibilities to the respective Chair in relation to recommendations concerning an individual student, or groups of students, subject to the approval of the relevant external examiner(s). Delegated responsibility should only be exercised in exceptional cases, for example to:
- a.** correct errors and/or omissions in the assessment marks and/or module results presented to an Assessment Board.
 - b.** approve changes to a student's assessment marks and/or module results following assessment review.
 - c.** instigate the Irregular Results procedure or otherwise ensure students are considered justly and consistently.
 - d.** recommend conferment of an award in light of the above unless restricted by policy of the relevant validating partner.
 - e.** consider module results and/or the conferment of an award for a very small number of students where it is not practical to reconvene a Module Board unless restricted by policy of the relevant validating partner.

13. Responsibilities of Members of a Module Board

- 13.1.** The Chair of the Module Board is responsible for:
- a.** Proposing and determining that the Board is quorate.
 - b.** Ensuring the proper conduct of the Board and that it operates within its approved terms of reference.
 - c.** Ensuring all discussions undertaken by the Board are confidential.
 - d.** Ensuring all decisions taken by the Board are impartial and there is no conflict of interest during the assessment process that might compromise the impartiality of the Board.
 - e.** Ensuring students receive fair and equitable treatment from the Board and that decisions are taken on the basis of the evidence before it.
 - f.** Ensuring the data considered by the Board is complete and accurate.
 - g.** Ensuring the Board is conducted in accordance with the appropriate Assessment Regulations.

- h.** Ensuring an agreed decision is reached for each student on each module within the Board's remit and that this decision and any attendant requirements are communicated to the student.
- i.** Ensuring that the comments of the External Examiner(s) are reported to the Board. Where External Examiners are unable to attend the meeting of the Board and written comments are unavailable, the Chair will make it clear that all decisions of the Board remain provisional pending receipt of such comments and will confirm the arrangements for securing them. If the Chair deems an additional board(s) is required the decision should involve the relevant validating partner.
- j.** Where necessary, instigating the Irregular Results Procedure.
- k.** Confirming that the minutes are a full and accurate record of the Board's decision-making, and that any conflicts of interest and all delegated actions are properly detailed.
- l.** Ensuring all delegated actions are completed within the appropriate timeframe.

13.2. The Secretary to the Module Board is responsible for:

- a.** Scheduling the meeting of the Board and notifying members of the date, time, and venue.
- b.** Liaising with the relevant Programme Leader(s) to ensure that all necessary information and documentation required by the Board is available and accurate.
- c.** Producing and circulating an agenda detailing the proceedings of the Board.
- d.** Ensuring all papers, documents, and information required to inform the Board's decision-making are available to members.
- e.** Recording minutes of the meeting in such a way that all decisions are unambiguously and fully recorded, particularly in instances where the Board had exercised discretion in its decision-making or in cases where a conflict of interest has been declared.
- f.** Ensuring the minutes are checked and approved by the Chair.
- g.** Assisting the Chair in the tracking and execution of any delegated actions.
- h.** Ensuring the decisions of the Board are communicated to the Exams Department.
- i.** Ensuring the approved minutes of the meeting are stored securely.

13.3. Members of a Module Board are responsible for:

- a. Attending all meetings of the Module Board of which they are members. If, exceptionally, a member is unable to attend s/he will propose an appropriate substitute to the Chair.
- b. Undertaking sufficient preparation in advance of scheduled meetings of the Board so as to be able properly to contribute to the deliberations and decision-making of the Board.
- c. Being fully conversant with the relevant Assessment Regulations in operation at the Board.
- d. Submitting full and accurate marks to the Secretary of the Board by the agreed deadline.
- e. Checking and confirming the information relating to the modules they will represent at the Board by the agreed deadline.
- f. Ensuring that appropriate arrangements are in place for students permitted to be reassessed on modules considered by the Board.
- g. Respecting the confidentiality of the Board's proceedings.
- h. Undertaking any actions delegated to them by the Board by the agreed deadline.

13.4. The External Examiner(s) reporting on a programme(s) at Module Board is responsible for:

- a. Confirming that the assessment process is conducted in accordance with the appropriate Assessment Regulations and, where necessary, programme-specific regulations.
- b. Confirming that all students have been assessed fairly in relation to the relevant module specification and that the students who have passed modules have fulfilled the relevant learning outcomes and reached the required standard.
- c. Confirming that the range of marks awarded to students by internal assessors fairly reflects the standards of those students' performance, with due regard to standards on comparable modules delivered elsewhere in UK higher education.
- d. Where necessary, offering guidance in respect to the instigation of the Irregular Results Procedure and, thereafter, contributing to the execution of those procedures.
- e. Presenting a verbal report at the end of the meeting of the Board endorsing the decisions taken. This will form part of the official minutes.

13.5. Members of the Module Board will expect to:

- a.** be provided with complete and accurate information to support the Board's decision-making;
- b.** be able to engage in open and honest discussions based on mutual respect and reciprocal appreciation of different professional roles, experience, and expertise.

Progression and Award Board: Terms of Reference

14. Establishment, Purpose, and Scope of a Progression and Award Board

- 14.1. A Progression and Award Board will be established by the College for each award assessed and recommended for conferment by the College. Every award will be included within the scope of one such Progression and Award Board.
- 14.2. A Progression and Award Board is responsible, on behalf of the College, for considering the overall profile of each student registered on a programme of study and for making decisions in accordance with the appropriate Assessment Regulations, including decisions on compensation, progression, restudy, and the conferment and classification of awards.
- 14.3. In determining results, the Progression and Award Board will pay due regard to the maintenance of academic standards and the fairness and consistency of the assessment process.
- 14.4. A Progression and Award Board receives the decisions made by the associated Module Board(s) and will automatically endorse all such decisions concerning marks/grades, eligibility for reassessment, and deferred assessment.
- 14.5. Under no circumstances may a Progression and Award Board change the marks/grades of individual students or groups of students that have been ratified by a properly constituted Module Board.
- 14.6. A Progression and Award Board may delegate the tasks defined within its terms of reference to the Chair, individual members, or sub-groups. All such delegations must have clear justification and be recorded in the minutes. Any actions taken on behalf of the Board shall be reported at its next meeting.

15. Constitution and Membership of a Progression and Award Board

- 15.1. A Progression and Award Board will normally have the following membership:
 - a. Chair: senior academic/manager of the College, or a nominee, who is independent of the programme and/or subject area(s) under consideration.
 - b. The Programme Leader responsible for the programme(s) under consideration.
 - c. The Award External Examiner(s) associated with the programme(s) under consideration.
 - d. The Secretary to the Progression and Award Board.

- 15.2.** The following have the right to attend a Progression and Award Board:
- a. Principal or nominee
 - b. Independent observer
 - c. Representative of validating partner
- 15.3.** Where necessary, the Chair may co-opt additional members to the Board to assist the Board in the discharge of its powers and to support the maintenance of academic standards and the fairness and consistency of the assessment process.
- 15.4.** If the Award External Examiner is not able to attend the meeting of the Board, s/he must be consulted. All decisions taken by the Progression and Award Board remain provisional until confirmed by the appropriate External Examiner(s).
- 15.5.** No student may be a member of a Progression and Award Board or otherwise attend a meeting of the Board. Members of staff who are students registered on a programme under consideration by the Board are considered as students in this context.
- 15.6.** There will be no formal numerical quorum established for meetings of a Progression and Award Board. Whether the Board is quorate will be determined by the Chair. Quorum will not be established without the presence of the Chair.

16. Meetings of a Progression and Award Board

- 16.1.** All meetings of the Progression and Award Board will be chaired a senior academic or manager who has undertaken the appropriate training for Assessment Board operation.
- 16.2.** The Progression and Award Board will meet as required, normally on two occasions during an academic year, though, where appropriate, more meetings of the Board are permitted.
- 16.3.** Meetings of the Progression and Award Board will be scheduled to best facilitate student progression, completion, and achievement.

17. Functions of a Progression and Award Board

- 17.1. To receive the minutes of the previous meeting of the Board and note any business undertaken by Chair's action.
- 17.2. To ensure all decisions made about individual students are taken with due regard for the principles of equity, impartiality, and consistency.
- 17.3. To ensure all decisions made by the Board are taken in accordance with the appropriate Assessment Regulations.
- 17.4. To consider all information which is pertinent to reaching a decision on the overall performance of each student. This includes, but may not be limited to:
 - a. The decisions of the associated Module Board (including those in respect of the ratification of marks/grades; the arrangements for and/or outcomes of reassessment; the recommendation(s) and/or outcomes of any Irregular Results Procedure).
 - b. Any credit awarded to the student through the Recognition of Prior Learning procedures.
 - c. Details of approved extensions on assessed work.
 - d. Any approved or pending Mitigating Circumstances.
- 17.5. To confirm the award and progression results for individual students with regard to credit and award requirements.
- 17.6. To recommend to the validating partner, the conferment of awards to individual students who are deemed have completed their programme of studies. This shall include awards made under Aegrotat procedures or awards conferred posthumously.
- 17.7. To recommend to the validating partner, the conferment of awards to eligible students who have withdrawn from the College or who are otherwise unable to continue on their programme of studies.
- 17.8. To confirm if a student is eligible to progress to the next Stage of the programme, including whether they are permitted progress while trailing up to the equivalent of 20 credits, if permitted in the appropriate Assessment Regulations.
- 17.9. To confirm if a student's overall performance in a single Stage of a programme will be permitted to compensate for failure if allowed in the appropriate Assessment Regulations.
- 17.10. To decide if student will be permitted to restudy failed modules if permitted in the appropriate Assessment Regulations.

- 17.11.** To decide if a student will be offered the opportunity to restudy a Stage of a programme as though for the first time if permitted in the appropriate Assessment Regulations.
- 17.12.** To consider the profile of part-time students and either:
- a. Make a formal progression decision if the minimum profile for progression has been achieved; or
 - b. Confirm their eligibility to continue their studies into the next academic year.
- 17.13.** To implement the appropriate penalty agreed by the Associated Module Board in the event of it being established that a student has breached the Regulations Relating to Academic Misconduct.
- 17.14.** To consider the deficiencies in student profiles that prevent progression or completion and agree appropriate actions relating to the provision of academic advice and related support and guidance.
- 17.15.** To make final decisions regarding a student's eligibility to continue on their programme of study and, where necessary, confirm the termination of registration.
- 17.16.** To monitor data on student performance and confirm that the standards achieved in the awards under consideration are being maintained.
- 17.17.** To act in accordance with the outcome of any appeals, made through the College's Assessment Review Procedures, which have been upheld.
- 17.18.** To agree what actions shall be delegated to the Chair, nominee, or sub-group, and to confirm that all such actions will be reported to the Board at its next meeting.
- 17.19.** To meet any additional expectations required by Professional, Statutory and Regulatory Bodies (PSRBs) or other such external bodies.

18. Operational and Procedural Matters

- 18.1.** Decisions about student progression and achievement will be taken on the basis of the evidence before the Board only.
- 18.2.** When making decisions about individual student performance, the Progression and Award Board will normally only discuss in detail those students who are potential failures or who may not be able to proceed or be conferred their intended award.
- 18.3.** An individual student who has approved Mitigating Circumstances in one or more modules, or who is awaiting the outcome of an application that is pending, will be

flagged on the relevant report considered by the Board. However, the details of the circumstances will not be made available to the Board.

- 18.4.** The Progression and Award Board will thus recommend a formal progression decision to each student as defined in the relevant Assessment Regulations.

19. Delegated Authority (Chair's Action)

- 19.1.** A Progression and Award Board may delegate its responsibilities to the respective Chair in relation to recommendations concerning an individual student, or groups of students, subject to the approval of the relevant external examiner(s). Delegated responsibility should only be exercised in exceptional cases, for example:
- a.** To correct errors and/or omissions in the assessment marks and/or module results presented to an Assessment Board.
 - b.** To approve changes to a student's assessment marks and/or module results following assessment review.
 - c.** To recommend conferment of an award in light of the above (excepting Open University validated awards).
 - d.** To consider the conferment of an award for a very small number of students where it is not practical to reconvene a Progression and Award Board (excepting Open University validated awards).

20. Responsibilities of Members of a Progression and Award Board

- 20.1.** The Chair of the Progression and Award Board is responsible for:
- a.** Proposing and determining that the Board is quorate.
 - b.** Ensuring the proper conduct of the Board and that it operates within its approved terms of reference.
 - c.** Ensuring all discussions undertaken by the Board are confidential.
 - d.** Ensuring all decisions taken by the Board are impartial and there is no conflict of interest during the assessment process that might compromise the impartiality of the Board.
 - e.** Ensuring students receive fair and equitable treatment from the Board and that decisions are taken on the basis of the evidence before it.
 - f.** Ensuring the data considered by the Board are complete and accurate.

- g.** Ensuring the Board is conducted in accordance with the appropriate Assessment Regulations.
- h.** Ensuring an agreed progression decision is reached for each student considered within the Board's remit and that this decision and any attendant requirements are communicated to the student.
- i.** Confirming that the minutes are a full and accurate record of the Board's decision-making, and that any discretionary decisions, conflicts of interest, and all delegated actions are properly detailed.
- j.** Ensuring all delegated actions are completed within the appropriate timeframe.

20.2. The Secretary to the Progression and Award Board is responsible for:

- a.** Scheduling the meeting of the Board and notifying members of the date, time, and venue.
- b.** Liaising with the relevant Programme Leader(s) to ensure that all necessary information and documentation required by the Board is available and accurate.
- c.** Producing and circulating an agenda detailing the proceedings of the Board.
- d.** Ensuring that all papers, documents, and information required to inform the Board's decision-making are available to members.
- e.** Recording Minutes of the meeting in such a way that all decisions are unambiguously and fully recorded, particularly in instances where the Board had exercised discretion in its decision-making or in cases where a conflict of interest has been declared.
- f.** Ensuring the minutes are checked and approved by the Chair.
- g.** Assisting the Chair in the tracking and execution of any delegated actions.
- h.** Ensuring the decisions of the Board are communicated to the Exams Department.
- i.** Ensuring the approved minutes of the meeting are stored securely.

20.3. Members of a Progression and Award Board are responsible for:

- a.** Attending all meetings of the Progression and Award Board of which they are members. If, exceptionally, a member is unable to attend s/he will propose an appropriate substitute to the Chair.

- b. Undertaking sufficient preparation in advance of scheduled meetings of the Board so as to be able to properly contribute to the deliberations and decision-making of the Board.
 - c. Being fully conversant with the relevant Assessment Regulations in operation at the Board.
 - d. Checking and confirming the information relating to the student profiles under consideration.
 - e. Respecting the confidentiality of the Board's proceedings.
 - f. Undertaking any actions delegated to them by the Board by the agreed deadline.
- 20.4.** The External Examiner(s) reporting on a programme(s) at Award Board is responsible for:
- a. Being fully conversant with the relevant Assessment Regulations in operation at the Board.
 - b. Confirming that the assessment process is conducted in accordance with the appropriate Assessment Regulations and, where necessary, programme-specific regulations.
 - c. Verifying the implementation of those Regulations in progressing and conferring awards to students.
 - d. Confirming that students are considered equitably and that the Assessment Regulations have been applied fairly and consistently in the Board's decision-making.
 - e. Presenting a verbal report at the end of the meeting of the Board that will form part of the minutes. This should include a statement that they accept the classification/award decisions.
- 20.5.** Members of the Progression and Award Board will expect:
- a. To be provided with complete and accurate information to support the Board's decision making.
 - b. To be able to engage in open and honest discussions based on mutual respect and reciprocal appreciation of different professional roles, experience, and expertise.

Irregular Results Procedure

21. Introduction

This addendum to the Terms of Reference for College Assessment Boards sets out the definition and operation of the College's Irregular Results Procedure. It describes the course of action to be taken by a Module Board in circumstances where the results for a specific module or module(s) are deemed by the Board to be wholly anomalous. This procedure should only be invoked in exceptional circumstances where irregularities in student performance or another cause for concern may indicate a course management issue has arisen that could lead to an injustice being transacted in the Board's decision-making and/or the application of the Assessment Regulations.

22. Definitions

- 22.1.** The term 'Irregular Results' refers to the assessment outcomes for modules that a Module Board deem to be wholly anomalous, atypical, and/or inconsistent with cognate modules being considered by the Board.
- 22.2.** The term 'Irregular Results Procedure' refers to the process a Module Board will enact in circumstances where it agrees that the results for a module or modules considered within its remit evidence actual or perceived irregularities.

23. Context for Use

- 23.1.** The Irregular Results Procedure will be invoked only in exceptional circumstances.
- 23.2.** It is expected that, typically, other College policies, procedures, or customary practices will identify any such irregularities in the assessment outcomes for a module in advance of presenting those results for ratification by an Assessment Board. These policies, procedures, and practices include:
- a. Internal and external moderation processes.
 - b. Result checking.
 - c. Confirmation of marks through the formal sign-off procedure.
 - d. Pre-meetings of Assessment Boards
- 23.3.** In instances where irregularities are identified through one or more of these processes, Programme Teams are expected to take all reasonable measures to resolve the matter through the appropriate procedures in advance of the Module Board. This will normally involve consultation with, and the endorsement of, the appropriate External Examiner(s).

24. Operation

- 24.1.** The decision to instigate the Irregular Results Procedure must be the consensus of the Board and endorsed by the relevant External Examiner(s).
- 24.2.** Subject to 24.1, a Module Board can deem the results for a module irregular if:
- a.** The assessment outcomes are considered to be wholly anomalous in comparison to student performance on cognate modules comprising the same programme;
 - b.** The assessment outcomes indicate a potential course management issue has occurred that, if unaddressed, may lead to an injustice being transacted in the Board's decision-making and/or the application of the Assessment Regulations.

25. Procedures

In instances where a Module Board agrees to initiate the Irregular Results Procedure then the following procedures should be followed:

- a.** Defer ratification of results for the module(s) concerned.
 - b.** Delegate responsibility to the Chair to initiate an investigation into the accuracy and/or reliability, and/or validity of the results in question.
 - c.** Agree a mechanism and timeframe for subsequently considering and ratifying the deferred results.
 - d.** Seek advice from the relevant External Examiner(s) on the investigative process to be undertaken.
 - e.** Notify the Chair(s) of any attendant Progression and Award Boards that the Irregular Results Procedure has been invoked and that there may be a delay in receiving ratified marks for the affected modules.
 - f.** Provide regular updates to the relevant validating institution/External Examiner(s) on the findings of the investigation and seek their endorsement for all proposed actions.
- 25.1.** If, following the investigation, it is determined that the results as originally presented are accurate, reliable, and valid, those results should, with the agreement of the External Examiner(s) be ratified by Chair's Action. Members of the Board should be notified of the outcome of the investigation and the ratified results should be communicated to the Chair(s) of any attendant Progression and Award Boards.

- 25.2.** If, following the investigation, it is determined that the results are inaccurate and/or unreliable, and/or invalid, the Chair should consult with the relevant External Examiners regarding a proposed course of action. Board members should be notified. Such actions may include, but are not limited to:
- a.** Originating additional internal moderation procedures;
 - b.** Instigating the re-marking of the affected assignment(s) for the full module cohort. This should encompass appropriate internal and external moderation processes;
 - c.** Adjusting the results, on a cohort basis, for the affected module(s). This should normally only be an upward adjustment. The marks of individual students should not be amended;
 - d.** Recommending to the relevant Progression and Award Board(s) that the results for the modules in question be discounted from the calculation of Stage Averages and/or the classification of awards.
 - e.** Offering students a further opportunity to be assessed on the affected module(s). This does not have to be the original assessment task, but it must assess the appropriate learning outcomes. The outcomes of this will be considered to be first-attempts.
- 25.3.** The Chair, in consultation with the External Examiner(s), should propose a mechanism and timeframe for ratifying the module results. This proposal may be by Chair's Action, but depending on the action taken, the Board may need to be reconvened. Following ratification, the results should be communicated to the Chair(s) of any attendant Progression and Award Boards.
- 25.4.** At the next scheduled meeting of the Module Board, the Chair should provide a report to members about the instigation of the Irregular Results Procedure, its outcome, and any subsequent actions taken to address course management issues and/or associated matters that led to the anomalous results. This action is in addition to the requirement to report any Chair's Actions taken in- between meetings of the Board.

Student Programme Transfer Form



This form is to be completed once approval of the course Transfer has been obtained from both Programme Leaders. Please complete both sides of the form and return it to the HE Office for processing.

To be Completed by Student:			
Full Name			
MC Number		Date of Birth	
Current Course Title			
Year (e.g. 1, 2 or 3)		Mode: Full-Time or Part-Time	
New Course Title			
Year (e.g. 1, 2 or 3)		Mode: Full-Time or Part-Time	
Date of Transfer			
Last Date of Attendance			
Reason for Transfer: [The box will expand automatically to accommodate your text.]			
Student Confirmation <ul style="list-style-type: none"> I have spoken with my current Programme Leader (or tutor) and understand the academic and financial implications of this Transfer. I will contact the SLC to advise them of this change. 			
Student Signature:			
Date:			

To be Completed by Current Programme Leader:	
Programme Leader Confirmation: <ul style="list-style-type: none"> Student has been advised of academic and financial implications of this Transfer. I have approved their Transfer request. 	
Programme Leader Signature:	
Date:	

Form continues overleaf

To be Completed by New Programme Leader:	
<p>Programme Leader Confirmation:</p> <ul style="list-style-type: none"> I have accepted their Transfer request and provided additional IAG as appropriate. 	
Programme Leader Signature:	
Date:	

To be Completed by HE Office:	
<p>HE Office Confirmation:</p> <ul style="list-style-type: none"> Student status on ProSolution has been updated. Register Clerks have been informed of the Transfer. Registry have been informed of the Transfer to update the SLC. 	
HE Office Signature:	
Date:	

Examination Board Review Report



Reviewing officer	Name	
	Job role	
Date of Board affected		
Awards affected and included in the review		
Were any students' grades affected?		
Student ID No.		
Why the review was initiated (provide full explanation)		
What action has been taken to address the matter?		
What action will be taken to prevent the issue from reoccurring?		
Date report submitted to Academic Board		

Signature of reviewing officer	
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Revision History		
Version	Date	Detail
1.0	September 2017	
1.1	August 2018	Document edited for clarity and to homogenise presentation and implement URLs to College website HE Essential Information page. Student Programme Transfer Form Added.
1.2	January 2022	Checked for accuracy.
1.3	September 2022	Examination board review report form added.
1.4	October 2023	Clarified some procedural points related to OU ratification, conferment of awards, EE responsibility, and irregular results procedure.