

## **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 Team 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: 14th December 2017**