



## **SUBJECT ASSESSMENT BOARD – TERMS OF REFERENCE**

### **Terms of Reference**

1. Working within the University's assessment regulations, the responsibility of the Subject Assessment Board is:
2. to oversee arrangements for marking and moderation in designated programmes and to maintain standards of assessment;
3. to consider and approve the assessment marks achieved by students, including any exceptional adjustments affecting a whole cohort due to mitigating circumstances or issues identified through moderation processes
4. to consider and approve overall module results and the award of associated credit;
5. to determine requirements for deferred or referred students;
6. to note outcomes in respect of students with mitigating circumstances and record grade adjustments;
7. to note outcomes following investigations into academic unfair practice and record grade adjustments;
8. to ensure that decisions on module results are accurately recorded and are available to the Progression and Awards Board;
9. to consider any matters raised by External Examiners
10. to ensure compliance with professional, statutory and regulatory body requirements where applicable

### **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 Subject Assessment Board.  
External Examiners appointments will initially be for 3 years

### **Quorum**

The quorum for meetings of the Subject Assessment Board requires the following to be present:

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



### **Frequency of meetings**

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

### **Minutes**

The proceedings of the Subject Assessment 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: September 2020**