

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 misconduct 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: Head of School responsible for the programme(s) under consideration or nominee
- Programme 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
- Module Leader(s) from partner institutions responsible for the module(s) under consideration
- 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 2021