

EXAMINATIONS AND ASSESSMENT BOARD

Chairperson:

Academic Registrar

Members:

- Deputy Principal
- Dean of Teaching
- Examinations officer Programmes Manager
- Head of Business Management
- Head of IT
- Head of Health & Social Care
- Quality Assurance Manager
- External Subject Specialists
- External Quality Assurance Member
- External Examiner(s)
- Internal Verifier(s)
- Assessors/Internal Examiners

Frequency of Meeting:

Termly

Responsible To:

Academic Committee

EXAMINATION AND ASSESSMENT BOARD

Purpose

The Examination and Assessment Board determines the results and academic progress of students and makes recommendations regarding the student's final award.

The Board will make the final decisions on all module marks and the final award. Such decisions being made on the basis of actual performance in the assessments that have been formally identified as contributing to the final award. The decision of the Board is final.

In order to ensure the development of a just and equitable system all members of the Board should declare any personal interest, involvement or relationship with a student before the sitting of the examinations board. This interest should be declared to the Deputy Principal. It may be possible, with the agreement of the other members of the Board, for a particular member to withdraw from a particular case that may have a personal interest.

All decisions made by the Board are of a majority decision. The proceedings and deliberations of the Board are confidential and under no circumstances should any member of the Board

disclose to any other person information that has been discussed at a Board meeting, nor, should any member of the Board disclose any decision made by the Board to any other person.

At the Board of Examiners meeting a final results list is endorsed which will record the total marks or grades awarded to each candidate in each course module. It also indicates whether a candidate has achieved a grade of pass, merit, distinction, or has failed.

Terms of Reference:

1. To consider recommendations from examinations and assessments to approve awards to candidates on behalf of Academic committee;
2. To consider recommendations relating to the termination of registration for individual students from the programme and / or College in line with the regulations and procedure relating to the termination of registration due to academic failure;
3. To consider the applications for consideration of mitigating circumstances by candidates, and to report to Academic committee on the consistency of this treatment;
4. To review reports from Teaching committee on numbers of candidates permitted to undertake reassessment and numbers required to re-take modules;
5. To consider responses to reports from External Examiners, requesting any further consideration or referring matters to other bodies as appropriate.
6. To consider any other matters referred by Academic committee.

Reviewed July 2017

