



leeds metropolitan university

Academic Principles and Regulations

Section C12: Boards of Examiners and Examination Committees

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SECTION C12: BOARDS OF EXAMINERS AND EXAMINATION COMMITTEES

C12.1 Boards of Examiners and Examination Committees

C12.1.1 General Provisions

The University provides for:

- Boards of Examiners
- Examination Committees

C12.1.2 Board of Examiners

The University requires that there be a Board of Examiners for every Scheme or Course leading to an award of the University.

C12.1.3 Remit of Board of Examiners

A Board of Examiners is authorised to:

- assess students in accordance with the Scheme/Course and University regulations
- determine student progression for awards
- make recommendations to the University on the conferment of awards
- determine outcomes for progression and award in respect of a report of extenuating circumstances and mitigation
- determine outcomes for progression and award in respect of a report of cases of cheating and plagiarism and other forms of unfair practice
- determine the outcomes of re-assessment (where relevant).

(See section C9 Cheating, Plagiarism and other forms of Unfair Practice and C15 Extenuating Circumstances and Mitigation)

C12.1.4 Examination Committees

The University permits Boards of Examiners to establish Examination Committees.

C12.1.5 Remit of Examination Committees

Examination Committees are authorised to:

- determine the standard of student module assessment outcomes
- consider amendment of cohort marks as appropriate
- record credit where the student will not be presented to a Board for level progression or an award
- note cases of cheating or plagiarism and other forms of unfair practice
- determine the progression of Level 4 students.

C12.1.6 Boards without Committees

Where a Board of Examiners decides not to establish an Examination Committee, the Board will undertake the functions of the Examination Committee.

In such cases, the agenda will reflect the distinct stages of the process otherwise carried out discretely by Committees and Boards.

C12.1.7 Powers of the Academic Board: Review

A Board of Examiners may be required to review a decision or have that decision annulled.

C12.1.8 Academic Judgement

Disagreement with the academic judgement of a Board of Examiners or Examination Committee cannot in itself constitute grounds for a request for a review of a decision.

C12.1.9 External Examiners: Attendance at Examination Committees

All external examiners are required to attend the Examination Committee(s) for the Scheme/Course to which they are appointed where such a Committee considers student assessment above the level of Certificate of Higher Education (unless the Certificate of Higher Education is the target award).

C12.1.10 External Examiners: Attendance at Boards of Examiners

Where there is more than one external examiner for a Scheme or Course, one only need attend the Board of Examiners.

Attendance of an external examiner is only required where a Board of Examiners considers student assessment above the level of Certificate of Higher Education (unless the Certificate of Higher Education is the target award).

All external examiners are entitled to attend the Board of Examiners.

C12.1.11 Right of Attendance

The following have the right to attend any meeting of a Board of Examiners, an Examination Committee or an Examination Review Committee as non-voting observers:

- Chair of Academic Board (or nominee)
- Chair of Academic Quality and Standards Committee (or nominee).

C12.2 Boards of Examiners

C12.2.1 Requirement

For each Scheme or Course leading to an award of the University there must be a Board of Examiners.

C12.2.2 Constitution

The constitution, terms of reference and membership of the Board of Examiners must:

- comply with the provisions of Sections C12.2.3 to C12.2.22
- accord with the approved regulations for the Scheme or Course
- include at least one external examiner approved by the University.

C12.2.3 Responsibilities

(A) Awards

A Board of Examiners may be responsible for more than one award.

(B) Levels

A Board of Examiners is responsible for all levels of a Scheme or Course.

C12.2.4 Boards of Examiners: Shared Provision

In cases where a Board has elected not to establish an Examination Committee, the Board itself acts as an Examination Committee where:

- modules are shared by Schemes or Courses and/or
- the assessment contributes to a number of awards.

C12.2.5 Authority

A Board of Examiners is authorised to:

- assess students in accordance with the Scheme/Course and University regulations
- determine student progression for awards
- make recommendations to the University on the conferment of awards
- determine outcomes for progression and award in respect of a report of extenuating circumstances and mitigation
- determine outcomes for progression and award in respect of a report of cases of cheating and plagiarism and other forms of unfair practice
- determine the outcomes of re-assessment (where relevant)
- establish Examination Committees or act as an Examination Committee where one is not established

C12.2.6 Progression

The purpose of the Board is to reach decisions on students' suitability for progression.

C12.2.7 Awards

The purpose of the Board is to reach decisions on students' suitability for receiving an award by their:

- achieving the standard required for the award and
- having fulfilled the objectives and requirements of the programme of study.

C12.2.8 Recommendations for the Conferment of Awards

The Board of Examiners is the sole body authorised to recommend the conferment of an award to the University.

C12.2.9 Amendments to Decisions of Boards of Examiners

No other body has the authority to amend the decision of a Board of Examiners acting within its terms of reference and in accordance with the Regulations.

C12.2.10 Extenuating Circumstances and Mitigation

The Board of Examiners will consider individual extenuating circumstances and appropriate mitigation in accordance with Section C15 Extenuating Circumstances and Mitigation.

C12.2.11 Cheating, Plagiarism and Other Forms of Unfair Practice

The Board of Examiners will make final decisions in respect of the outcomes of cases of cheating, plagiarism and other forms of unfair practice in accordance with Section C9: Cheating, Plagiarism and Other Forms of Unfair Practice.

C12.2.12 Examination Committees

A Board of Examiners may establish an Examination Committee to carry out the functions identified in Section C12.1.5.

C12.2.13 Membership of Boards of Examiners

The Board of Examiners shall consist of:

- the Chair
- the Scheme/Course Leader (or equivalent)
- all internal examiners with significant responsibilities
- at least one external examiner
- a Secretary to the Board (in attendance).

C12.2.14 Representative of a Team of Tutors

Provided that the assessment has previously been considered through an internal moderation process, one member of a team of tutors may attend to speak for them all.

C12.2.15 Shared Modules

In cases where modules are shared by Schemes or Courses and the assessment contributes to a number of awards:

- internal examiners (or a representative member of a team of examiners) must be present at the Examination Committee at which the standard of the students' assessment outcome was determined;
- but need not attend all meetings of the Boards of Examiners to which these assessment outcomes are forwarded.

C12.2.16 Chairs of Boards of Examiners

The Chair of the Board of Examiners shall be a member of the academic staff of the University with seniority and experience of Boards of Examiners. Chairs must receive Board of Examiners staff development annually.

Normally the Chair will be an Associate Dean or Senior Academic Manager nominated by the Dean.

C12.2.17 Restrictions in respect of Chairs of Boards of Examiners

A member of:

- the teaching team
- the team of tutors

cannot be the Chair of the Board of Examiners for the Scheme or Course in question.

C12.2.18 Students

(A) Students of the Scheme or Course

No student of a Scheme or Course shall be a member of the Board of Examiners or associated Examination Committee.

(B) Students on Other Courses

A person:

- otherwise qualified to be an examiner for a Scheme or Course (e.g. as a member of academic staff or external examiner)
- who is coincidentally registered as a student on another programme of study, either at the University or elsewhere

shall not, by virtue of this in itself, be disqualified from carrying out normal examining commitments.

C12.2.19 Attendance

All members of the Board of Examiners are required to be present at the meeting where decisions are to be reached.

C12.2.20 Absence

If a member is absent due to:

- illness
- other good cause

the Board must ensure that the contribution that would be made by that member can be satisfactorily covered by other appropriate arrangements.

C12.2.21 Commencement of Proceedings

The Board shall formally decide whether the membership of the Board is sufficient and appropriate before discussion of students' progress can take place. [For sufficient membership, see Section C12.2.13]

C12.2.22 Recording

The Secretary to the Board of Examiners will compile records in accordance with the relevant procedures.

These will constitute the minutes.

C12.2.23 Confidentiality

(A) Minutes

The minutes will be confidential and will be available to the next meeting of the Board.

(B) External Examiner(s)

The external examiner(s) may retain mark sheets, minutes and other materials, but shall be required to maintain confidentiality.

C12.3 Examination Committees

C12.3.1 Establishment

A Board of Examiners may establish one or more Examination Committees.

C12.3.2 Scope of Committee(s)

The Board of Examiners may establish:

- a single Examination Committee to consider the assessment outcomes of all modules within the Scheme or Course
- or

- more than one Examination Committee to consider the assessment outcomes of designated modules within the Scheme or Course (e.g. all modules at Level 4; all modules at Level 5; all modules at Level 6).

C12.3.3 Terms of Reference

Examination Committees are authorised to:

- determine the standard of student module assessment outcomes
- consider amendment of cohort marks as appropriate, in accordance with Sections C12.3.5 to C12.3.7
- record credit where the student will not be presented to a Board for level progression or an award
- note at first instance cases of cheating or plagiarism and other forms of unfair practice
- determine the progression of Level 4 students.

C12.3.4 Assessment Outcomes: Marks

An Examination Committee will consider and determine the marks and grades for specified modules, and forward its decisions to the appropriate Board(s) of Examiners.

C12.3.5 Adjustment to Cohort Marks: External Moderation

Exceptionally, the external examiners may propose to the Examination Committee the moving of the threshold boundary in relation to a particular cohort of students on a particular module. Such a proposal may be made in respect of:

- the pass/fail threshold
- other classification boundaries.

C12.3.6 Adjustment to Cohort Marks: Discussion with Internal Examiners

In such cases it is expected that the matter will have been discussed with the internal examiners in an attempt to reach agreement. [See also Section C13.6: Discussion of the Marks Overall]

C12.3.7 Adjustment to Cohort Marks: Cohort Mitigation

Adjustments may be made to the marks of a cohort of students after consideration of extenuating circumstances applicable to the entire cohort.

C12.3.8 Representation at an Examination Committee

Provided that the assessment has previously been considered at an internal moderation process, one member of a team of tutors may attend to speak for them all.

C12.3.9 Shared Modules

Where an Examination Committee is responsible for modules that contribute to more than one award, its decisions and recommendations will be forwarded to all relevant Boards of Examiners.

C12.3.10 Shared Modules: Internal Examiners

In cases where modules are shared by Schemes or Courses and the assessment contributes to a number of awards:

- internal examiners (or a representative member of a team of examiners) must be present at the Examination Committee at which the standard of the students' assessment outcome was determined;
- but need not attend all meetings of the Boards of Examiners to which these assessment outcomes are forwarded.

C12.3.11 Recording of Credit

For students who are not being presented to a Board for level progression or for an award, the Examination Committee will formally record:

- the marks
- the amount and level of credit achieved.

C12.3.12 Student Suitability to Proceed

Where a student is not being presented for level progression and his or her attainment is identified as a matter of concern, the Committee should refer the issue to the relevant Board of Examiners for consideration of that student's suitability to proceed on the programme of study.

C12.3.13 Membership

The membership shall include:

- the Chair of the Board (or nominee)
- Subject Group Leader
- the Scheme/Course Leader (or equivalent)
- all staff making a significant contribution to the modules under consideration
- a Secretary to the Committee (in attendance).

C12.3.14 External Examiners

All external examiners are required to attend the Examination Committee(s) for the Scheme/Course to which they are appointed where such a Committee considers student assessment above the level of Certificate of Higher Education (unless the Certificate of Higher Education is the target award).

C12.3.15 Conduct and Recording

The conduct of an Examination Committee and the recording of its proceedings will be in accordance with the current University Regulations and Procedures.

C12.3.16 Forwarding of the Committee Minutes

The minutes of the Examination Committee will be confirmed by the Chair of the Committee and forwarded to the next meeting of the relevant Board of Examiners.

C12.3.17 Acceptance of Results

The Board of Examiners will accept the results of module assessment outcomes agreed by the Examination Committee.

These results will not be amended except, where relevant, in respect of:

- mitigation in relation to individual extenuating circumstances
- cheating, plagiarism or other forms of unfair practice
- other material or procedural irregularities.

C12.4 Re-assessment: Reconvened Board of Examiners

C12.4.1 End of the Assessment/Re-assessment Process

Normally there will be no further opportunity for assessment or re-assessment after the meeting of the Board of Examiners, except as below.

C12.4.2 Reconvened Board

The Board of Examiners will be reconvened to consider outstanding matters of assessment and progression, where:

- curriculum or operational requirements determine later assessment or re-assessment for progression or awards and/or
- exceptional circumstances in respect of student assessment occur.

Such circumstances are defined in Sections C3. 6.15 to C3. 6.17.

C12.4.3 Board of Examiners and Examination Committee

In such circumstances the Reconvened Board of Examiners will fulfil the functions of both an Examination Committee (determination of module assessment outcomes) and a Board of Examiners.

C12.4.4 Membership: General

The membership of a Reconvened Board of Examiners need not be the full membership of the Board.

C12.4.5 Academic Judgement

The membership of a Reconvened Board of Examiners shall be determined by the Board. Membership shall be sufficient to ensure fair and equitable exercise of academic judgement.

C12.4.6 Membership: Requirements

The membership of a Reconvened Board of Examiners shall include:

- the Chair of the Board (or nominee)
- Subject Group Leader
- the Scheme/Course Leader (or equivalent)
- one external examiner
- at least two members of academic staff making a significant contribution to the teaching of the Scheme/Course modules
- a Secretary to the Board (in attendance).

C12.4.7 Membership: Restrictions

The membership of a Reconvened Board of Examiners may not be wholly identical with that of an Examinations Review Committee which has been convened to consider the case of a student, and which has then referred the case back to the Board of Examiners for reconsideration and decision .

C12.4.8 External Examiners

One external examiner shall be associated with the decisions of the Reconvened Board of Examiners where such a Reconvened Board considers student assessment outcomes above the level of Certificate of Higher Education (unless the Certificate of Higher Education is the target award).

All external examiners have the right to attend and vote.

C12.4.9 Conduct and Recording

The conduct of the Reconvened Board and the recording of its proceedings shall be in accordance with current University Regulations and Procedures.

The records will constitute the minutes.

C12.4.10 Confidentiality

(A) Minutes

The minutes will be confidential and will be available to the next meeting of the Board.

(B) External Examiner(s)

The external examiner(s) may retain marksheets, minutes and other materials, but shall be required to maintain confidentiality.