



leeds metropolitan university

# **Academic Principles and Regulations**

## **Section C13: The Conduct of Boards of Examiners and Examination Committees**

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## **SECTION C13: THE CONDUCT OF BOARDS OF EXAMINERS AND EXAMINATION COMMITTEES**

### **PART ONE: EXAMINATION COMMITTEES**

#### **C13.1 Attendance at Examination Committees**

##### **C13.1.1 Internal Examiners**

Attendance for the entire duration of the Examination Committee is compulsory for all staff responsible for a significant part of the assessment under consideration (except as provided for at Section C13. 1.2). This requirement is to ensure that tutors who have previously taught students may contribute their knowledge to the decision-making. "Significant" is a matter for the Chair's judgement.

This provision also applies where a meeting of a Board of Examiners incorporates an Examination Committee stage [see Part Two of this Section].

##### **C13.1.2 Representative of Team of Tutors**

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.

##### **C13.1.3 Part-time Staff**

Part time staff attend on the same basis as full-time staff and are paid for this attendance.

##### **C13.1.4 Absence of Internal Examiners**

Unavoidable absences, wherever possible, should be covered by:

- written comments
- a substitute when the absent person is representing a team of tutors.

##### **C13.1.5 External Examiners**

External examiners must be present at meetings of Examination Committees.

##### **C13.1.6 Absence of External Examiners: Advance Notice Given**

(A) Absent External Examiner Is Part of a Team  
In this circumstance the following apply:

- the Scheme/Course Leader (or equivalent) must ensure that a written report from the external examiner is available to be tabled at the Committee;
- this report will complement the observations of those external examiners present at the Committee and inform the discussion.

(B) Absent External Examiner Is Sole Examiner

In this circumstance the following apply:

- the Scheme/Course Leader (or equivalent) must ensure that a written report from the external examiner is available to be tabled at the Committee;
- this report will inform and assist the Committee in making its decisions;
- in addition, the School/Academic Unit may seek to invite another external examiner who, whilst they may not have experience in the Scheme/Course discipline area, will be able to support the Committee in ensuring justice to students.

##### **C13.1.7 Absence of External Examiners: No Notice Given**

(A) Absent External Examiner Is Part of a Team

In this circumstance the following apply:

- the Scheme/Course Leader (or equivalent) should attempt to seek some comment in advance of the meeting;
- the other external examiners will support the discussion and decision making at the Committee;
- the absent external examiner will provide further comment to the University through the external examiner's report.

(B) Absent External Examiner Is Sole Examiner

In this circumstance the following apply:

- the Examination Committee should still take place;
- all decisions must be subject to the written consent of the external examiner;
- consequently all initial decisions should be subject to "Chair's Action";
- the Registrar and Secretary will be informed and advice sought on recording the circumstance and effecting decisions of the Committee.

#### **C13.2 Record of Attendance**

##### **C13.2.1 Record of Attendance**

There should be a full list of members of the Examination Committee available, which must be signed by all members present.

This is evidence of their attendance.

##### **C13.2.2 Absences**

All absences should be recorded on this list.

### **C13.3 Chairing of Examination Committees**

#### **C13.3.1 Chair**

Normally an Associate Dean or Senior Academic Manager nominated by the Dean will chair all Examination Committees.

#### **C13.3.3 Experience**

A Chair of an Examination Committee will normally have experience of Examination Committees and have participated in relevant staff development on an annual basis.

### **C13.4 Information to Examination Committees**

#### **C13.4.1 Marks**

The following provisions apply:

- the schedule/spreadsheet of marks arrived at by internal examiners will be tabled as a confidential paper;
- where there is a discrepancy, the marks as moderated by the external examiner(s) may also be tabled, providing both sets of marks are shown;
- the schedule of marks will be presented in accordance with the relevant guidance.

#### **C13.4.2 Identification of Need of Further Consideration**

The following students should be clearly identified:

- students on whom further evidence will be presented to the Committee
- students who have failed a module.

#### **C13.4.3 Documentation: Cohort Mitigation**

Extenuating circumstances which have affected an entire cohort of students will be presented to the Examination Committee.

#### **C13.4.4 Other Relevant Documentation**

Where the Examination Committee will consider further evidence concerning a student (for example in cases of cheating, plagiarism or other forms of unfair practice or student suitability to proceed), relevant documentation will be prepared to permit due consideration of the matter in question.

#### **C13.4.5 Written Reports**

Where relevant, tutors should provide written reports on such students to the Committee.

Reliance solely on oral comment at the Committee itself should be avoided.

### **C13.5 Discussion and Decision-Making**

#### **C13.5.1 Possible Courses of Action**

The Chair should clearly identify the courses of action open to the Examination Committee.

#### **C13.5.2 Voting**

Provisions in respect of voting at Examination Committees are:

- votes should be avoided where possible;
- if a vote is taken, all voting members of the Committee may vote [see Section C12: Boards of Examiners and Examination Committees];
- the Chair has a casting vote.

For non-voting members, see Section C12.1.11.

#### **C13.5.3 Declaration of a Matter of Principle**

When a Chair has identified a course or courses of action open to the Committee, where necessary external examiner(s) should be asked to declare whether any of these courses of action is a matter of principle.

On any matter which the external examiner(s) have declared a matter of principle, the decision of the external examiner(s) shall either:

- be accepted as final by the Examination Committee  
or
- be referred to the Academic Board.

#### **C13.5.4 Disagreement on a Matter of Principle: Adjournment**

If the external examiners are in disagreement about a matter or matters of principle, the Chair should call a short adjournment to give them the opportunity to resolve their disagreement.

#### **C13.5.5 Disagreement on a Matter of Principle: Resolution**

If the disagreement has not been resolved, the following apply:

- no decision can be taken on the specific matter under consideration;
- the matter will be referred to the Academic Board for resolution;
- the Committee can resume its deliberations on other matters.

#### **C13.5.6 Disagreement between External Examiner(s) and the Committee**

Any unresolved disagreement between external examiner(s) and an Examination Committee will be referred to the Academic Board for resolution.

### **C13.5.7 Disagreements between External Examiners**

Where an external examiner disagrees with other external examiners, and will not agree a recommendation, it is for the Academic Board to ensure that the matter is resolved.

If the disagreement concerns only one or more individual students, the recommendations for all other students should be agreed.

### **C13.5.8 External Examiner's Veto**

Other than where they declare a matter of principle, external examiners do not have an automatic veto over the decisions of an Examination Committee.

## **C13.6 Discussion of the Marks Overall**

### **C13.6.1 Discussion of the Marks Overall**

Discussion of the marks overall precedes discussion of individual marks. The following provisions apply:

#### **(A) Internal Examiners**

The internal examiners should be given the opportunity to comment on the marking and student performance overall.

#### **(B) External Examiners**

The external examiner(s) should be given the opportunity to comment on the level of internal marking.

### **C13.6.2 Adjustment to Cohort Marks: External Moderation**

Exceptionally, the external examiner 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.

### **C13.6.3 Adjustment to Cohort Marks: Discussion with Internal Examiners**

In such cases, it is expected that such a proposal will have been discussed with internal examiners in an attempt to reach agreement.

### **C13.6.4 Discussion with Other Relevant Staff**

In such cases it is expected that the matter will have been discussed with the appropriate staff so that:

- any necessary recalculation of overall total marks can have been completed before the meeting  
or
- both sets of marks can be presented to the meeting if required.

### **C13.6.5 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.

### **C13.6.6 Determination of Adjustment to Cohort Marks**

Final decisions on any adjustments to the marks of a cohort of students should be taken before the consideration of individual student outcomes.

## **C13.7 Determination of Individual Module Assessment Outcomes**

### **C13.7.1 Individual Marks**

The individual mark of any student *may not* have been moved in the process of moderation by external examiner(s); except where the module marks for a cohort have been adjusted.

### **C13.7.2 Module Assessment Outcomes**

The module assessment outcomes for each student should be conducted as follows:

- the marks for each student should be considered;
- any amendment to the marks will be agreed and recorded on the mark sheet/schedule;
- the overall module assessment outcomes for the student will be agreed.

### **C13.7.3 Cheating, Plagiarism and Other Unfair Practice**

Where evidence of cheating, plagiarism or other forms of unfair practice is presented to the Examination Committee, the Committee should consider the matter in the first instance.

The Committee should forward a report of the case to the relevant Board of Examiners, and may recommend:

- a mark
- a course of action.

The final decision in respect of cases of cheating, plagiarism or other forms of unfair practice rests with the Board of Examiners.

## **C13.8 Progression Decisions: Level 4 Students**

### **C13.8.1 Decisions on Progression**

Progression decisions on Level 4 students are within the remit of the Examination Committee.

### **C13.8.2 Schedule of Decisions**

The schedule of possible decisions open to an Examination Committee is found in Section C13.29.

### **C13.8.3 Notification to Boards of Examiners**

The Board of Examiners should be provided with a schedule of students who have:

- been offered the opportunity for re-assessment to complete the level
- failed the level and been offered the opportunity for completion/repeat of the level
- been required to withdraw
- been deferred in one or more modules.

### **C13.8.4 Extenuating Circumstances**

In the event that such a student presents extenuating circumstances which the Mitigation Panel recommends for acceptance to the Board of Examiners, the Board may amend the progression decision reached by the Examination Committee.

## **C13.9 Students Not Completing a Level or Being Recommended for an Award**

### **C13.9.1 Recording of Credit**

For students who have not completed Level 4, or are not being presented to a Board of Examiners for level progression or for an award, the Examination Committee will formally record:

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

### **C13.9.2 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 Examination Committee should refer the issue to the relevant Board of Examiners for consideration of the student's suitability to proceed on the programme of study.

## **C13.10 Information to the Board of Examiners**

### **C13.10.1 Minutes of the Examination Committee**

The decisions of the Examination Committee will be formally recorded in the minutes.

### **C13.10.2 Forwarding of the Minutes to the Board of Examiners**

The Chair of the Examination Committee will confirm the minutes and will forward them to the next meeting of the relevant Board of Examiners.

## **PART TWO: BOARDS OF EXAMINERS**

### **C13.11 Boards of Examiners and Examination Committees**

#### **C13.11.1 Boards without Examination Committees**

Where a Board of Examiners has decided not to establish an Examination Committee, the Board will fulfil the functions of both an Examination Committee (determination of module assessment outcomes) and a Board of Examiners.

#### **C13.11.2 Agenda**

Where this is the case, the agenda of the meeting of the Board of Examiners will be structured to reflect the distinct stages of the process carried out by Examination Committees and Boards of Examiners.

#### **C13.11.3 Proceedings of the Examination Committee Stage**

The Examination Committee stage should be conducted in accordance with the provisions for the conduct of Examination Committees found in Sections 13.1 to C13. 10.

#### **C13.11.4 Proceedings of Boards of Examiners**

The proceedings of Boards of Examiners are as found below for both:

- Boards of Examiners as a discrete meeting following the deliberations of an Examination Committee;
- Boards of Examiners meeting at the conclusion of the Examination Committee stage of a combined meeting.

## **C13.12 Attendance at Boards of Examiners**

### **C13.12.1 Internal Examiners**

Attendance for the entire duration of the Board of Examiners is compulsory for all staff responsible for a significant part of the assessment under consideration (except as provided for at C13. 12.2 and C13. 12.3). This requirement is to ensure that tutors who have previously taught students may contribute their knowledge to the decision making. "Significant" is a matter for the Chair's judgement.

### **C13.12.2 Representative of Team of Tutors**

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.

### **C13.12.3 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 outcomes was determined;
- but need not attend all meetings of the Board of Examiners to which these assessment outcomes are forwarded.

### **C13.12.4 Part-time Staff**

Part time staff attend on the same basis as full-time staff and are paid for this attendance.

### **C13.12.5 Absence of Internal Examiners**

Unavoidable absences, wherever possible should be covered by:

- written comments
- a substitute when the absent person is representing a team of tutors.

### **C13.12.6 External Examiners**

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

Attendance of an external examiner is only required where a Board of Examiners 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 are entitled to attend the Board of Examiners.

### **C13.12.7 Absence of External Examiner: Advance Notice Given**

(A) Absent External Examiner Is Part of a Team

In this circumstance the following apply:

- the Scheme/Course Leader (or equivalent) must ensure that a written report from the external examiner is available to be tabled at the Board;

- the Chair of the Board will attempt to arrange the attendance of another member of the external examiners team.

(B) Absent External Examiner Is Sole Examiner

In this circumstance the following apply:

- the Scheme/Course Leader (or equivalent) must ensure that a written report from the external examiner is available to be tabled at the Board(s);
- this report will inform and assist the Board in making its decisions;
- in addition, the School/Academic Unit may seek to invite another external examiner who, whilst they may not have experience in the Scheme/Course discipline area, will be able to support the Board in ensuring justice to students.

### **C13.12.8 Absence of External Examiners: No Notice Given**

In this circumstance, and where it is impossible to arrange the attendance of another member of the external examining team, the following apply:

- the Board of Examiners should still take place;
- all decisions must be subject to the written consent of the external examiner;
- consequently all initial decisions should be subject to "Chair's Action";
- the Registrar and Secretary will be informed and advice sought on recording the circumstance and effecting decisions of the Board.

### **C13.13 Record of Attendance**

#### **C13.13.1 Record of Attendance**

There should be a full list of members of the Board available, which must be signed by all members present.

This is evidence of their attendance.

#### **C13.13.2 Absences**

All absences should be recorded on this list.

### **C13.14 Chairing of Boards of Examiners**

#### **C13.14.1 Chair**

An Associate Dean or Senior Academic Manager nominated by the Dean will chair all Boards of Examiners and Examination Committees.

### **C13.14.2 Experience**

A Chair of a Board of Examiners will normally have experience of Boards of Examiners and have participated in relevant staff development on an annual basis.

## **C13.15 Information to Boards of Examiners**

### **C13.15.1 Module Assessment Outcomes**

The schedule of module assessment outcomes as forwarded from relevant Examination Committee(s) (or determined in the earlier part of the meeting of the Board of Examiners) should be tabled as a confidential paper.

### **C13.15.2 Report from the Mitigation Panel**

The recommendations of the Mitigation Panel in respect of students who have requested that extenuating circumstances be taken into account should be tabled as a confidential paper.

### **C13.15.3 Reports from Examination Committee(s)**

Reports from Examination Committee(s) on matters relating to individual students should be tabled as a confidential paper.

### **C13.15.4 Identification of Need of Further Consideration**

The following students should be clearly identified:

- students on whom further evidence will be presented to the Board
- students who have failed to complete the requirements for level progression or for an award.

### **C13.15.5 Other Relevant Documentation**

Where the Board will consider further evidence concerning a student (for example in cases of cheating, plagiarism or other forms of unfair practice), relevant documentation will be prepared to permit due consideration of the matter in question.

### **C13.15.6 Written Reports**

Where relevant, tutors should provide written reports on such students to the Board.

Reliance solely on oral comment at the Board of Examiners itself should be avoided.

## **C13.16 Discussion and Decision-Making**

### **C13.16.1 Possible Courses of Action**

The Chair should clearly identify the courses of action open to the Board of Examiners.

### **C13.16.2 Voting**

Provisions in respect of voting at Boards of Examiners are:

- votes should be avoided where possible;
- if a vote is taken, all voting members of the Board may vote [see Section C12: Boards of Examiners and Examination Committees];
- the Chair has a casting vote.

For non-voting members, see Section C12.1.11.

### **C13.16.3 Declaration of a Matter of Principle**

When a Chair has identified a course or courses of action open to the Board or Committee, where necessary external examiner(s) should be asked to declare whether any of these courses of action is a matter of principle.

On any matter which the external examiner(s) have declared a matter of principle, the decision of the external examiner(s) shall either:

- be accepted as final by the Board of Examiners or Examination Committee  
or
- be referred to the Academic Board.

### **C13.16.4 Disagreement on a Matter of Principle: Adjournment**

If the external examiners are in disagreement about a matter or matters of principle, the Chair should call a short adjournment to give them the opportunity to resolve their disagreement.

### **C13.16.5 Disagreement on a Matter of Principle: Resolution**

If the disagreement has not been resolved, the following apply:

- no decision can be taken on the specific matter under consideration
- the matter will be referred to the Academic Board for resolution
- the Board or Committee can resume its deliberations on other matters.

### **C13.16.6 Disagreement between External Examiner(s) and the Board**

Any unresolved disagreement between external examiner(s) and a Board of Examiners will be referred to the Academic Board for resolution.

### **C13.16.7 Disagreements between External Examiners**

Where an external examiner disagrees with other external examiners, and will not agree a recommendation, it is for the Academic Board to ensure that the matter is resolved.

If the disagreement concerns only one or more individual students, the recommendations for all other students should be signed.

#### **C13.16.8 External Examiner's Veto**

Other than where they declare a matter of principle, external examiners do not have an automatic veto over the decisions of a Board of Examiners or Examination Committee.

### **C13.17 Discussion of the Marks Overall**

#### **C13.17.1 Discussion of the Marks Overall**

Discussion of the marks overall precedes discussion of individual marks. The following provisions apply:

##### **(A) Internal Examiners**

The internal examiners should be given the opportunity to comment on the marking and student performance overall.

##### **(B) External Examiners**

The external examiner(s) should be given the opportunity to comment on the level of internal marking.

### **C13.18 Consideration of Individual Results**

#### **C13.18.1 Individual Results**

Consideration of individual results should be conducted as follows:

- the marks of each student should be considered together with any written evidence pertaining to that student;
- the consideration of extenuating circumstances should be conducted in accordance with Section C13. 19;
- the consideration of Conditional Awards should be conducted in accordance with Section C13. 21;
- any amendment to the marks will be agreed and recorded on the mark sheet/schedule;
- the overall result for the student will be agreed.

#### **C13.18.2 Decisions of Boards of Examiners**

The schedule of possible decisions open to a Board of Examiners is found in Section C13. 29

### **C13.19 Consideration of Extenuating Circumstances by Boards of Examiners**

#### **C13.19.1 Consideration**

A Board of Examiners should seek to establish to its satisfaction that a student's:

- inability to submit assessed coursework on the required date
- absence from examinations or other scheduled assessments
- failure to submit assessed coursework
- poor performance.

was wholly or in part due to a cause found to be valid on consideration of the evidence presented.

#### **C13.19.2 Report from Mitigation Panel**

Boards of Examiners will receive a report of decisions from a Mitigation Panel in respect of submitted extenuating circumstances in accordance with the provisions of Section C15.

#### **C13.19.3 Determination**

On the basis of this report of decisions, a Board of Examiners will determine the mitigation to be permitted (if any) in accordance with the provisions of Section C15.

#### **C13.19.4 Mitigation: Deferral of Assessment**

If the Board of Examiners permits mitigation, the mitigation will normally be permission for the student to be assessed in the work in question as if for the first time. Such a student is deemed deferred.

If the student fails the deferred assessment, any re-assessment will be in accordance with current University Regulations.

#### **C13.19.5 Sole Form of Mitigation**

A deferral will normally be the sole form of mitigation offered by a Board of Examiners.

#### **C13.19.6 Exceptional Circumstances: Other Forms of Mitigation**

In *exceptional circumstances*, and at its discretion, a Board of Examiners may:

- permit the student to be assessed in a form agreed by the Board
- deem the student to have passed the assessment
- award a mark
- raise a mark or permit re-assessment to raise a mark
- offer the relevant award if it is the final stage.

#### **C13.19.7 Deem the Student to Have Passed the Assessment**

Where the Board is satisfied as to the student's progress overall, the work relating to the level and the overall achievement of the learning outcomes, it may deem the student to have passed the assessment(s) in question.

### **C13.19.8 Award a Mark**

#### **(A) Decision to Allocate a Mark**

The Board may allocate a mark, where it is satisfied that:

- the student's achievement overall in the programme of study is of high quality and
- the record of work relating to the level is good.

#### **(B) Determination of the Allocated Mark**

Such an allocated mark may be:

- the average of the student overall
- the average for that cohort
- another mark.

#### **(C) Student Option**

The student will be given the choice between:

- accepting the mark
- being assessed as for the first time.

### **C13.19.9 Re-assessment or Raised Mark**

Where the student has passed the module(s) but where the grade or mark attained is lower than might reasonably be expected from the student's overall performance, the Board may permit the student either:

- to be re-assessed in that module permitting the mark to be raised
- award a higher mark.

### **C13.19.10 Offer the Relevant Award**

Where the Board is satisfied as to the student's progress overall in the work relating to the programme of study it may:

- deem the student to have passed the assessment(s) in question
- offer the relevant award if it is the final stage.

### **C13.20 Award Classification**

#### **C13.20.1 Award Classification: Bachelor with Honours**

The classification of awards of Bachelor with Honours should be determined in accordance with the provisions of Section C4: Conferment of Awards.

#### **C13.20.2 Merit and Distinction**

The award of merit or distinction should be determined in accordance with the provisions of Section C4: Conferment of Awards.

### **C13.21 Conditional Awards**

#### **C13.21.1 Awards without Degree Classification**

If a student's final award cannot be determined at the Board of Examiners the following provisions apply:

- whenever possible, a conditional award should be made (eg award subject to passing a placement/teaching practice etc.);
- where this is done it is not necessary to reconvene the whole Board of Examiners in order for the award finally to be determined;
- the Board of Examiners should formally endorse Chair's Action in respect of such a conditional award.

#### **C13.21.2 Honours Degree Classification**

Where Honours Degree classification is to be decided, the above apply with the additional requirement that the external examiner(s) present at the Board of Examiners must be associated with the decision.

"Associated" may be by oral agreement followed by written confirmation.

### **C13.22 Contained Awards**

#### **C13.22.1 Entitlement and Recording**

Where relevant, entitlement to a contained award should be noted and minuted.

### **C13.23 Re-assessment**

#### **C13.23.1 Opportunity for Re-assessment**

If relevant, students may be offered the opportunity for re-assessment under the provisions of Sections C3: Student Progression and C4: Conferment of Awards.

#### **C13.23.2 Tutorial Support**

The responsibility for providing tutorial guidance to the student should be identified.

#### **C13.23.3 Information and Confidentiality**

Tutors should take care not to disclose the confidential proceedings of the Board of Examiners or Examination Committee, and should guide the student on what they now have to do.

#### **C13.23.4 Reconvened Boards of Examiners: Student Outcomes**

If a Board of Examiners decides that re-assessment outcomes will be determined by a Reconvened Board of Examiners, the Board of Examiners should:

- determine the course of action in the event of the student successfully re-submitting for assessment;
- determine the course of action in the event of the student failing the re-assessments;
- determine the course of action in the event of the student failing to achieve the requirements for level progression.

#### **C13.23.5 Reconvened Board of Examiners: Recommendations for Awards**

If a Board of Examiners decides that re-assessment outcomes will be determined by a Reconvened Board of Examiners, the Board of Examiners should:

- determine the arrangements by which the external examiner may be associated with the decision in the event of the Re-convened Board of Examiners making a recommendation for an award of the University.

“Associated” may be by oral agreement followed by written confirmation.

#### **C13.23.6 Membership of the Reconvened Board of Examiners**

If a Board of Examiners decides that re-assessment outcomes will be determined by a Reconvened Board of Examiners, the Board of Examiners should determine the membership of the Reconvened Board of Examiners.

#### **C13.24 Completion and Repeat**

##### **C13.24.1 Opportunity to Complete/Repeat**

A student may be offered the opportunity to complete or repeat a level under the provisions of Sections C3: Student Progression and C4: Conferment of Awards.

##### **C13.24.2 Information to Students**

In cases of students being required to complete or repeat a level, the Board must make clear:

- what is being required of the student and
- what options (if any) are open to the student.

#### **C13.25 Student Results**

##### **C13.25.1 Accuracy**

At the conclusion of the determination of individual results, the overall result for each student will be read from the results sheet/spreadsheet as a final check on its accuracy.

##### **C13.25.2 Signing the Results Sheet**

The results sheet/spreadsheet will then be signed by the Chair of the Board and the external examiner(s).

##### **C13.25.3 Recommendations for Awards**

No recommendations for an award of the University may be made without the written consent of the external examiner(s).

This is normally through the signing of the results sheet/spreadsheet.

##### **C13.25.4 Proper Conduct and Review/Appeal**

The signing of the results sheet/spreadsheet by the external examiner(s) is also confirmation:

- that the external examiner is satisfied that the Board has been conducted in accordance with the Regulations of the University;
- that any further consideration of any of the decisions of the Board is limited to the provisions of Section C16: Appeal Against the Decision of a Board of Examiners or Examination Committee.

##### **C13.25.5 Recording of Results**

The recording of the results on the University’s student record system will proceed as provided for in the relevant Procedures.

#### **C13.26 Confidentiality**

##### **C13.26.1 Results Sheets/Spreadsheets**

Results sheets/spreadsheets may be retained by:

- the Chair
- External Examiner(s)
- the Scheme/Course Leader (or equivalent)
- any other staff authorised to disclose results.

All other results sheets/spreadsheets must be collected at the end of the meeting.

##### **C13.26.2 Disclosure of Results**

Only designated staff are authorised to disclose results [see Section C13. 27].

##### **C13.26.3 Proceedings and Outcomes**

All members of the Board of Examiners should take care not to disclose the confidential proceedings or outcomes of the Board.

## **C13.27 Disclosure**

### **C13.27.1 Coursework Marks**

Marks awarded for coursework at any stage should be disclosed to the student, but it should be made clear that the marks are subject to:

- internal moderation
- moderation by external examiners
- the final decision of an Examination Committee and/or Board of Examiners.

### **C13.27.2 Confirmed Marks**

Students will be informed of their confirmed marks as adjusted and agreed by the Committee and Board for all levels of a programme of study, both:

- overall and
- for individual modules.

### **C13.27.3 Disclosure of Individual Results**

The following provisions apply:

- disclosure of the module outcomes of an individual student must be to that student only or, in exceptional circumstances, to another third party specifically authorised by the student;
- disclosure should be done only by an authorised tutor, either orally in a tutorial situation or by an official letter;
- clerical/secretarial staff should be instructed not to give out results or marks.

[See also Section C14: Disclosure of Assessment Results]

### **C13.27.4 Publication of Overall Results**

Results lists (which include the results of deferred/referred students) will be prepared and published in accordance with the relevant Procedures. These will be signed by the Chair of the Board and the Scheme/Course Leader (or equivalent).

These will be published within five working days following the Board meeting.

## **C13.28 Conduct of Reconvened Boards of Examiners**

### **C13.28.1 Functions of a Reconvened Board of Examiners**

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

### **C13.28.2 Membership**

The membership of a Reconvened Board of Examiners will be as determined by the Board of Examiners in accordance with Sections C12. 4.4 to C12. 4.7.

### **C13.28.3 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).

“Associated” may be by oral agreement followed by written confirmation.

All external examiners have the right to attend and vote.

### **C13.28.4 Attendance**

Attendance at the Reconvened Board of Examiners should meet the minimum requirements for membership. Where designated members are unable to attend the meeting, the Chair of the Board may replace them with substitute members to ensure the minimum attendance requirements.

### **C13.28.5 Minutes of the Board of Examiners**

The confirmed minutes of the Board of Examiners should be tabled at the meeting of the Reconvened Board of Examiners so as to have available the previously determined:

- course of action in the event of the student successfully re-submitting for assessment
- course of action in the event of the student failing the re-assessments
- course of action in the event of the student failing to achieve the requirements for level progression.

### **C13.28.6 Proceedings**

The Reconvened Board of Examiners should proceed according to the Regulations and Procedures for Boards of Examiners in respect of:

- record of attendance
- chairing of the Reconvened Board
- information to the Reconvened Board of Examiners
- discussion and decision-making
- consideration of individual results
- consideration of extenuating circumstances

- determination of student outcomes (awards, conditional awards, honours degree classification, contained awards, re-assessment, completion and repeat)
- student results
- confidentiality
- disclosure.

#### **C13.28.7 Consultation with External Examiner**

The Chair of the Reconvened Board of Examiners should consult with the designated external examiner when difficult or borderline cases are to be considered.

#### **C13.28.8 Recommendations for Awards**

No recommendations for an award of the University may be made without the written consent of the external examiner.

The written consent of the designated external examiner to any recommendations for award made by a Reconvened Board of Examiners should be obtained by the arrangements previously agreed by the Board of Examiners.

#### **C13.28.9 Proper Conduct and Review/Appeal**

The written consent of the external examiner(s) is also confirmation that, in respect of the recommendation for the award:

- the external examiner is satisfied that the Reconvened Board of Examiners has been conducted in accordance with the Regulations of the University.
- any further consideration of any of the decisions of the Reconvened Board of Examiners is limited to the provisions of Section C16: Appeal Against the Decision of a Board of Examiners or Examination Committee.

#### **C13.29 Schedule of Possible Decisions**

##### **C13.29.1 Schedule of Possible Decisions: Board of Examiners**

The following is a schedule of the possible decisions open to a Board of Examiners.

##### **C13.29.2 Schedule of Possible Decisions: Examination Committees**

Examination Committees should use whichever of these available decisions are relevant for Level 4 students and the recording of credit for students not presented for level progression or for an award.

##### Pass Award

Successful completion of final level; the student is eligible for a final award; there will not be any subsequent levels.

The award may be made with a classification, merit or distinction (if appropriate).

Note that 'final' may include an alternative award, it may also include a student who has withdrawn and takes a previous, lower level award, which had been obtained.

##### Pass Proceed

Successful completion of level; eligible to proceed to next level. The student does not receive an award at this point.

##### Award Proceed

Successful completion of level; eligible to proceed to next level. The student may receive a contained award.

##### Components Pending

Failed to achieve the requirements to progress to next level. Offered the opportunity for *re-assessment* to complete the level. Re-submitted work to be completed by a specified date.

##### Level Incomplete

Non-progression decision. The student is not yet ready to be presented for progression.

##### Failed - Complete

Failed the level/part of level. Offered the opportunity to:

- enrol with part-time mode of attendance on the same full-time level;

Attendance at the institution is required.

##### Failed - Repeat

Failed the level/part of level. Offered the opportunity to repeat the whole of the level in full-time mode.

Attendance at the institution is required.

##### Failed Placement

Failed the compulsory placement. Offered the opportunity to:

- repeat the placement  
or
- transfer to an alternative programme of study.

##### Failed - Withdraw

Failed the level. Required to withdraw.

#### Deferred

The decision is being deferred until a later date for further information, e.g. marks not available, work outstanding, etc. This deferral is likely to be for a prolonged period, i.e. greater than one week.

#### Deferred Proceed

The decision to pass the level is deferred. Eligible to proceed to next level carrying forward outstanding modules.

#### Components Deferred (Mitigation)

Assessment of one or more modules deferred to specified later date.

#### Chair's Action

The decision is subject to immediate action by the Chair *where that action is agreed beforehand by the Board*.

#### Conditional Award

Award to be confirmed at a subsequent meeting of the Board or Reassessment Committee.

#### Letter of Completion

The student has been successful on part of the level and has accumulated credits (normally relevant for taster courses only).

#### Exchange Student

The successful student is on an exchange and is not assessable by Leeds Metropolitan University (to be used when an exchange student has enrolled on a Leeds Metropolitan University awardset.)

#### Not Assessed

The student's level is, for example, a sandwich year, for which there is no assessment.

For courses which remain exempt from the University's assessment regulations, the following decisions may also be open to a Board of Examiners.

#### Referred / Attendance Required

Honours degree and postgraduate awards only. Necessary to re-sit/re-submit part of coursework or examination by a specified date. Cannot receive award until this has been completed satisfactorily. Eligible for contained award.  
*Attendance at the institution for tuition is required.*

#### Referred / Attendance Not Required

Honours degree and postgraduate awards only. Necessary to re-sit/re-submit part of coursework or examination by a specified date. Cannot receive award until this has been completed satisfactorily. Eligible for contained award.  
*Attendance at the institution for tuition is not required.*

#### Re-assessment for Award / Attendance Required

Re-sit/re-submission of failed components required by specified date. Cannot receive award until this has been completed satisfactorily. Eligible for contained award.  
*Attendance at the institution for tuition is required.*

#### Re-assessment for Award / Attendance Not Required

Re-sit/re-submission of failed components required by specified date. Cannot receive award until this has been completed satisfactorily. Eligible for contained award.  
*Attendance at the institution is not required.*