

# Clerks to Boards of Examiners – Role and Responsibilities

UPR AS14, Appendix II - version 17.0

## Policies superseded by this document

This document replaces version 16.0 of UPR AS14, Appendix II, with effect from 1 September 2023.

## Summary of significant changes to the previous version

None. Changes to version 16.0 relate to UPR AS14 and appendices III and IV only.

## Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

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## 1 General

- 1.1 The Secretary and Registrar has delegated the appointment of Clerks to the Heads of Student Administration or, for collaborative programmes, to the Assistant Registrar (Student Administration - Collaborative Partnerships) (AR(SA-CP)). The Clerk should have a good working knowledge of the programme, modules and/or short courses which fall within the remit of the Board(s) to which they are Clerk and also the relevant University and programme-specific regulations and the Standing Orders of the Academic Board, insofar as they apply to Boards of Examiners.
- 1.2 The Structure and Assessment Regulations for Academic Programmes of the University (see UPR AS14<sup>1</sup>) make a clear distinction between the responsibilities of Module, Short Course and Programme Boards of Examiners and the responsibilities of Clerks to these Boards vary accordingly.

**(Note for guidance:**

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<sup>1</sup> UPR AS14 'Structure and Assessment Regulations - Undergraduate and Taught Postgraduate Programmes'

A Clerk to a Module Board may be dealing with students from a number of programmes across the University registered on modules for which they have responsibility. The Clerk of a Programme Board will be dealing only with the students registered on the programme for which they have overall administrative responsibility. It is recognised that one individual may perform both roles.)

## **2 Module Boards and Short Course Boards**

### **2.1 Key responsibilities and duties of the Clerk**

2.1.1 The key responsibilities and duties of a Clerk to a Module Board or Short Course Board are to include:

- i drafting the membership list;
- ii making all administrative arrangements related to the Module Boards or Short Course Boards for which they are responsible, including establishing dates of meetings with the Chair and External Examiners, in accordance with University regulations relating to the timing of examination board meetings;
- iii liaising with External Examiners;
- iv drafting agendas following University guidelines, in consultation with Chair (or nominee);
- v preparing and providing appropriate standard documentation for Boards of Examiners meetings, including University regulations, Assessment Panel decisions and student academic scholarship information;
- vi producing detailed and accurate minutes recording the rationale for decisions taken, where appropriate;
- vii recording decisions relating to individual students, including those relating to Exceptional Circumstances and ensuring that individual student records on the Student Record System are correct;
- viii recording the conditions of referred and deferred assessment and distributing coursework specifications to appropriate administrators;
- ix the co-ordination of arrangements for referred and deferred assessments;
- x in collaboration with the Chair of the Module Board or Short Course Board, ensuring all actions are taken on results outstanding after the Board meeting;
- xi following confirmation by the Chair of the Module Board or Short Course Board and authorisation by the Head of Student Administration (or nominee) or, for collaborative programmes, to the AR(SA-CP), the issuing of confirmed results to students;

- xii ensuring that the Board is notified of any special examination arrangements agreed for disabled or other students (see Appendix II, UPR AS12<sup>2</sup>/ Appendix II, UPR AS13<sup>3</sup>).
- xiii Offering students appropriate advice on issues relating to the University's Policies and Regulations or module specific regulations. Once confirmed results have been released, to offer appropriate advice to students on specific regulatory issues relating to their individual study.

**(Notes for guidance:**

The responsibility for informing students of the format and timing of referred/ deferred assessments rests with the Head of Student Administration (or nominee) or, for collaborative programmes, AR(SA-CP).)

## **2.2 Minutes**

- 2.2.1 Detailed and accurate written records of the proceedings of each Module Board or Short Course Board must be maintained by the Clerk to the Board.
- 2.2.2 The minutes are confidential to members of the Board and the officers listed in section 2.2.4 of this document. They must record the decisions of the Board and give details of the reasons for decisions in difficult cases and any precedents on which the Board has based its decision and must be produced as soon as possible after the meeting of the Board.
- 2.2.3 The Clerk should provide draft minutes to the Chair for approval within **30** working days of the date of the meeting.
- 2.2.4 The draft minutes should normally be approved by the Chair, acting in consultation with a senior member of the Board, within **10** working days of their receipt from the Clerk. The approved minutes should be published immediately to the following officers: the Chair, the Clerk to the Board, the Dean of School, the Associate Dean of School (Academic Quality Assurance), the Programme Leader(s) (or equivalent), the External Examiner(s), the Head of Student Administration or, as appropriate, for collaborative programmes, to the AR(SA-CP), and, on request, to the Secretary and Registrar.

## **3 Programme Boards**

### **3.1 Key responsibilities and duties of the Clerk**

- 3.1.1 The key responsibilities and duties of a Clerk to a Programme Board of Examiners are expected to include:
  - i drafting the membership list;

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<sup>2</sup> Appendix II, UPR AS12 'Assessments and Examinations - Students with Disabilities or other Additional Needs (University-delivered provision)'

<sup>3</sup> Appendix II, UPR AS13 'Assessments and Examinations - Students with Disabilities or other Additional Needs (Partner Organisation-delivered provision)'

- ii making all administrative arrangements related to the Programme Boards for which they are responsible, including establishing dates of meetings with the Chair and External Examiners, in accordance with University regulations relating to the timing of examination board meetings;
- iii liaising with External Examiners;
- iv drafting agendas following University guidelines, in consultation with Chair (or nominee);
- v preparing and providing appropriate standard documentation for Boards of Examiners meetings, including collated grades from Module Boards, Short Course Boards and University and Programme regulations;
- vi producing detailed and accurate minutes;
- vii recording recommendations relating to individual students (which may include interim awards);
- viii arranging for signature and publication of appropriate award pass lists and notification of results/transcripts to individual students;
- ix amending student records on the Student Record System as necessary;
- x processing and notifying results to the Exams and Awards Office;

**(Note for guidance:**

See UPR AS12<sup>4</sup>/UPR AS13<sup>5</sup>, as appropriate.)

- xi Offering students appropriate advice on issues relating to the University's Policies and Regulations or programme-specific regulations. Once confirmed results have been released, to offer appropriate advice to students on specific regulatory issues relating to their individual study.

## 3.2 Minutes

- 3.2.1 Detailed and accurate written records of the proceedings of each Board of Examiners must be maintained by the Clerk to the Board.
- 3.2.2 The minutes are confidential to members of the Board and the officers listed in section 3.2.4 of this document. They must record the decisions of the Board and give details of the reasons for decisions in difficult cases and any precedents on which the Board has based its decision and must be produced as soon as possible after the meeting of the Board.
- 3.2.3 The Clerk should provide draft minutes to the Chair for approval within **30** working days of the date of the meeting.

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<sup>4</sup> UPR AS12 'Assessments and Examinations (Undergraduate and Taught Postgraduate) and Conferments (University-delivered provision)'

<sup>5</sup> UPR AS13 'Assessments and Examinations (Undergraduate and Taught Postgraduate) and Conferments (Partner Organisation-delivered provision)'

- 3.2.4 The draft minutes should normally be approved by the Chair, acting in consultation with a senior member of the Board, within **10** working days of their receipt from the Clerk. The approved minutes should be published immediately to the following officers: the Chair, the Clerk to the Board, the Dean of School, the Associate Dean of School (Academic Quality Assurance), the Programme Leader(s) (or equivalent), the External Examiner(s), the Head of Student Administration or, as appropriate, for collaborative programmes, to the AR(SA-CP), and, on request, to the Secretary and Registrar.

Sharon Harrison-Barker  
Secretary and Registrar  
Signed: **1 August 2023**

#### **Alternative format**

If you need this document in an alternative format, please email us at [governanceservices@herts.ac.uk](mailto:governanceservices@herts.ac.uk) or telephone us on +44 (0)1707 28 6006.