

CLERKS TO BOARDS OF EXAMINERS – ROLE AND RESPONSIBILITIES

SUMMARY OF PRINCIPAL CHANGES

General changes	
None	
Section	
None	

(Amendments to version 10.0, UPR AS14, Appendix II are shown in italics.)

1 GENERAL

- 1.1 The Secretary and Registrar has delegated the appointment of Clerks to School Administration Managers 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 (UPR AS14¹, refers) 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:

A Clerk to a Module Board may be dealing with students from a number of programmes across the University registered on modules for which he or she has responsibility. The Clerk of a Programme Board will be dealing only with the students registered on the programme for which he or she has 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 expected 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 Chairman 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 Chairman (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;

¹ UPR AS14 'Structure and Assessment Regulations - Undergraduate and Taught Postgraduate Programmes'

- 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 Serious Adverse 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 programme administrators;
- ix the co-ordination of arrangements for referred and deferred assessments;
- x in collaboration with the Chairman 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 Chairman of the Module Board or Short Course Board and authorisation by the School Administration Manager (or nominee) or, for collaborative programmes, to the AR(SA-CP), the issuing of confirmed results to candidates;
- xii ensuring that the Board is notified of any special examination arrangements agreed for disabled or other candidates (Appendix II, UPR AS12²/Appendix II, UPR AS13³, refer).
- 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 School Administration Manager (or nominee) or, for collaborative programmes, AR(SA-CP) (section 3, viii, refers).)

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 2.2.3 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 Chairman for approval within **30** working days of the date of the meeting.
- 2.2.4 The draft minutes should normally be approved by the Chairman, 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 Chairman, 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 School Administration Manager or, as appropriate, for collaborative programmes, to the AR(SA-CP), and, on request, to the Secretary and Registrar.

² Appendix II, UPR AS12 'Assessments and Examinations - Candidates with Disabilities or other Additional Needs (University-delivered provision)'

³ Appendix II, UPR AS13 'Assessments and Examinations - Candidates with Disabilities or other Additional Needs (Partner Organisation-delivered provision)'

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;
- ii making all administrative arrangements related to the Programme Boards for which they are responsible, including establishing dates of meetings with the Chairman 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 Chairman (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;

(Note for guidance:

Individual students will not be sent individual award pass lists and only award pass lists will be published.)

- 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:

UPR AS12⁴/UPR AS13⁵, as appropriate, refer.)

- 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.

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

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

- 3.2.2 The minutes are confidential to members of the Board and the officers listed in section 3.2.3 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.
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Mrs S C Grant
Secretary and Registrar
Signed: **1 August 2018**