

## CHAIRMEN OF BOARDS OF EXAMINERS - ROLE AND TERMS OF REFERENCE

### SUMMARY OF PRINCIPAL CHANGES

General changes	
None	
Section	
None	

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

#### 1 GENERAL

- 1.1 The Academic Board delegates the appointment of individuals with appropriate experience to chair Module, Short Course and Programme Boards of Examiners to the Vice-Chancellor, on the recommendation of the relevant Dean of School.
- 1.2 The Chairman of a Board of Examiners must ensure that it conducts its business in accordance with its constitution, terms of reference and the Standing Orders of the Academic Board, insofar as they apply to Boards of Examiners. The Structure and Assessment Regulations for Academic Programmes of the University (UPR AS14<sup>1</sup>, refers) make a clear distinction between the responsibilities of Module, Short Course and Programme Boards of Examiners and the responsibilities of Chairmen to these Boards vary accordingly.

#### 2 MODULE BOARDS AND SHORT COURSE BOARDS

- 2.1 The key responsibilities of a Chairman are:
- i to appoint, in consultation with Deans of School and in collaboration with the appropriate Associate Deans of School (Academic Quality Assurance), the internal members of the Board of Examiners. The membership must include staff who have a significant responsibility for the teaching of any of the modules and/or Short Courses being considered, including any part-time staff with this responsibility;
  - ii to ensure that all members of the Board are properly briefed and have access to a current copy of the relevant Definitive Module Documents and/or Short Course Descriptors;
  - iii to liaise closely with the Clerk to the Board to ensure that the grades presented are full and correct;
  - iv to ensure that full and frank discussion takes place about the performance of individual students, taking into account the views of any External Examiners and to guide the Board towards clear recommendations/decisions on both pass and fail grades;
  - v to consider and initiate such actions as he or she thinks necessary on advice given by the External Examiners;
  - vi to liaise closely with the Clerk to ensure that the confirmed grades reflect accurately the decisions which have been made at the Board;
  - vii in close collaboration with the Clerk, to ensure that the grades confirmed by the Module Board or Short Course Board are issued to students and (in the case of Module Boards) communicated to an appropriate Programme Board(s);

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

- viii to ensure that the Chairmen of Programme Boards are aware of any issues which may influence decisions being made by Programme Board(s);
- ix in liaison with the External Examiners and the Clerk, to confirm the date of the Board of Examiners which will be considering referred/deferred candidates;
- x following the Board, to check, approve and sign the minutes as a true and accurate record of the proceedings.

## 2.2 **Cheating, plagiarism, collusion and other Assessment Offences (Appendix III, UPR AS14<sup>2</sup>, refers)**

- 2.2.1 In determining appropriate academic penalties for cheating, plagiarism, collusion and other Assessment Offences, Chairmen of Module Boards and Short Course Boards will ensure that proper account is taken of the written reports of the Associate Dean of School (Academic Quality Assurance) (or nominee) and the extent to which the nature of the assessment offence makes it unsafe to award academic credit for the particular assessment.

## 3 **PROGRAMME BOARDS**

- 3.1 The key responsibilities of a Chairman are:

- i to appoint, in consultation with the Dean of School with responsibility for the programme being considered, the internal members of the Board of Examiners. This will include members as specified in section C3.2, UPR AS14<sup>1</sup>;
- ii to ensure that all members of the Board are properly briefed and have access to a current copy of the relevant Programme Specification;
- iii to liaise closely with the Clerk to ensure that the grades presented to the Programme Board reflect accurately the decisions which have been made by Module Board(s) and Short Course Board(s);
- iv to ensure that full and frank discussion takes place on the overall profile of individual students, taking into account the views of any External Examiners and to guide the Board towards clear recommendations/decisions (see C3.3, UPR AS14<sup>1</sup>);
- v to consider the results of students awarded scholarships on the basis of their academic achievement and confirm their eligibility to retain the award;
- vi to consider and initiate such actions as he or she thinks necessary on advice given by the External Examiners;
- vii to ensure that the individual student notifications of results (where issued) and transcripts are accurate, reflect changes made by the Programme Board and are otherwise consistent with the requirements of University regulations;
- viii following the Board, to check, approve and sign the award pass lists and minutes thereby confirming that they are a true and accurate record of the proceedings.

Mrs S C Grant  
Secretary and Registrar  
Signed: **1 August 2018**

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<sup>2</sup> UPR AS14, Appendix III 'Assessment Offences'