

Section E: Examination Boards

1 General

- 1.1 An examination board must be appointed for every course leading to an award or awards, whether of the university or another body.
- 1.2 The constitution and terms of reference of each examination board are provided in these regulations.

The constitution and membership of each examination board are approved annually on behalf of the Academic Board by the Sub-Committee for Assessment (SCA). Approval of the constitution and membership of examination boards is undertaken by a School Board prior to final approval by the Sub-committee for Assessment

When approving the constitution of Course Examination Boards, School Boards of Study should be mindful of the guidance on the minimum and maximum number of members who are also members of the University⁷⁷. School Boards of Study should also ensure that where a member of staff, other than a Head of School is approved to Chair an examination board, they have had no significant teaching contact with the students under consideration at the examination board.

- 1.3 Once approved by the Sub-Committee for Assessment, the constitution and membership of an examination board is fixed. Any subsequent revisions to the constitution and membership of an examination board must be recommended by the Chair of the School Board of Study for approval by the Chair of the Sub-Committee for Assessment (or nominee).
- 1.4 A Course Examination Board, or its formally constituted subsidiary examinations committee(s), is responsible for decisions regarding the eligibility of students registered on the course to progress within the course and to remain on the course, and for the conferment of awards. Decisions of Course Examination Boards in respect of the conferment of awards constitute recommendations to the Vice-Chancellor, as Chair of the Academic Board.
- No body other than the Course Examination Board has authority to recommend to the Chair of Academic Board the conferment of an award, or to amend the decision of a properly constituted examination board acting within its terms of reference and in accordance with the regulations for the programme of study.
- 1.5 The examination board is responsible for the judgements of any subsidiary examinations committee and for the reassessment or deferred assessment of students. The examination board may, at its discretion, agree arrangements for delegating the responsibility for reassessment and deferred assessment to a sub-group of itself, which should include the Chair and at least one external examiner⁷⁸.

⁷⁷ See membership template at <https://staff.brighton.ac.uk/reg/acs/Pages/Assessment-and-regulations.aspx>

⁷⁸ The Examination Board's deliberation must involve at least one external examiner in the process, but not necessarily through attendance at the board.

- 1.6 The deliberations of all examination boards are strictly confidential to the examination board, and only pass lists detailing the decisions of the examination board with respect to student results will be made generally available.
- 1.7 The University has agreed that a *Statement of Procedural Compliance* will be signed by the Chair and the external examiner(s) after each examination board. This procedural statement, ARGEAR 4 for AEBs and ARGEAR 5 for CEBs, should be kept with the examination board minutes and retained by the School on behalf of the university. Any anomalies should be reported to Academic Services as soon as possible after an examination board.
- 1.8 Procedural guidance for examination boards, including minutes and minimum requirements for documentation is set out in section E10.

Pass lists shall be produced for all Course Examination Boards according to the approved format, details of the full requirements are contained in the [Guide for processing outcomes after an examination board](#).

- 1.9 Members of examination boards are required to inform the Chair of the examination board of any personal interest, involvement or relationship with a student being assessed, prior to the examination board.

In addition, the Chair should ask members present at the examination board for expressions of personal interest which may impair the impartiality of any judgements made by the examination board, in addition to those already notified to the Chair.

The Chair of the examination board should ensure that any declaration of personal interest is noted in the minutes in such a way as to maintain confidentiality and should determine whether the member of staff should be excluded from any part of the meeting, including when the student in question is considered. The minutes of the examination board should also note the withdrawal of the member of staff from the examination board, as appropriate.

2 Membership of examination boards

2.1 Chair

- 2.1.1 The Chair of the examination board takes overall responsibility for the efficient operation of the examination board and the discharge of its detailed responsibilities. The Chair is responsible for:
- i. briefing external examiners;
 - ii. taking action to ensure attendance at examination board meetings⁷⁹;
 - iii. determining whether or not those present at an examination board are sufficiently representative of the membership to assure the security of the examination board's decisions. Where the Chair of the examination board is not satisfied that the appropriate staff are present, the Chair should contact the Chair of Academic Board or, in Academic Board Chair's absence, an appropriate nominee. The Chair of Academic Board or

⁷⁹ Refer also guidelines in the External Examiner's Handbook for where the external examiner's involvement to date cannot be confirmed at the examination board (refer I1.8)

nominee should determine whether the meeting should be postponed and, if not, any additional conditions required to assure the legitimacy of the examination board's decisions;

- iv. reporting to the Chair of Academic Board on all cases of absence, explaining why it was considered appropriate to continue with the meeting, this absence notwithstanding. The same procedure also applies when any member arrives late, or leaves a meeting of the examination board before the end of proceedings;
- v. presenting an annual written report on those examination boards chaired, for consideration by the appropriate School Board of Study and the Sub-Committee for Assessment as part of the continuous critical appraisal of courses. This report will include comment on the effectiveness of the specific regulations of the course(s) or modules, and any recommendations from the examination board(s) and/or external examiner(s) for amendment to the regulations, for initial consideration⁸⁰.
- vi. procedures for dealing with a declaration of personal interest by members of the examination board (**refer E1.9**);
- vii. appointing a designated person (normally the Deputy Chair of the examination board) to take Chair's action, including the signing of pass lists, in the event of their absence following an examination board.

2.1.2 In exceptional circumstances, and after appropriate consultation, the Chair may convene meetings of the examination board, or its sub-committees, additional to the schedule of meetings approved on behalf of the Academic Board (**refer E8**).

2.1.3 All examination boards will be chaired by an appropriate senior member of the University, which includes Heads of School and Deans.

Course Examination Boards may not be chaired by the Course Leader(s) for any courses within the remit of the examination board.

Area Examination Boards may not be chaired by the Subject Leader, the Course Leader for any course utilising the modules in the area, nor any other member of staff with designated responsibility for the guidance of students registered on the modules.

2.1.4 For provision delivered by Partner Further Education Colleges, the University will allocate a member of University staff to chair each examination board, excluding those courses where the School also delivers as part of the consortium and where the School appoints the Chair of examination board.

2.1.5 A Deputy Chair is appointed for all examination boards. In those exceptional circumstances where the approved Chair is unable to attend, the Deputy takes over full responsibility for the operation of the examination board, including signing any relevant pass lists and, where appropriate, presenting a report on the operation of the examination board.

⁸⁰ Amendments to course specific regulations may only be approved by School Boards of Study which take into account the recommendations of the relevant School Academic Scrutiny Committee.

Exceptional circumstances include injury or illness, but will not normally include annual leave or absence on other university business, as attendance at examination boards is a primary duty of all members.

- 2.1.6 Every instance of a Deputy Chair chairing an examination board must be recorded formally and is subject to ratification after the fact by the Chair of Academic Board.
- 2.1.7 No other member of the examination board may take over the role of Chair. If, unavoidably, neither the Chair nor Deputy Chair is able to attend a meeting, a replacement may be designated by the Academic Board (or its Chair) taking, as appropriate, the advice of the Head of School concerned and, if available, that of the incumbent.

2.2 Independent observer

- 2.2.1 The University has agreed that it should attempt to ensure some other independent presence at examination boards as an observer, such as the Registrar and Secretary or nominee. As such the Registrar and Secretary (or nominee) is entitled to attend all examination boards.

2.3 Student membership

- 2.3.1 No student should be a member of any examination board or attend an examiners' meeting except when a person who is otherwise qualified to be an examiner for a course (for example, as a member of staff or as an approved external examiner) is registered as a student on another course either in the university or elsewhere, where this does not represent a conflict of interest.
- 2.3.2 A student registered for an award may attend a meeting of any part or sub-set of the relevant examination board only for the purpose of their own *viva voce* or oral examination, where required (**refer B14.3**).

2.4 Quorum

- 2.4.1 No numerical quorum is established for meetings of an examination board as it is part of the responsibilities of external examiners and all members of the examination board to attend all meetings of which they are members.
- 2.4.2 Quorum will not be established without the presence of either the Chair or Deputy Chair (or alternative approved by the Chair of Academic Board). For examination boards held at Partner Institutions, quorum is additionally not established without the presence of a member of the examination board who is also a member of staff of the university.

3 Interviews of students

- 3.1 No Area Examination Board is permitted to interview any student before arriving at a decision unless for the purpose of providing an alternative or additional assessment where valid reasons for poor performance have been established. In such cases, students must be notified in writing in good time of any requirement to be available for interview, the date of the interview and the criteria for the assessment.
- 3.2 No Course Examination Board is permitted to interview any student before

arriving at a decision unless this provision is made at the time of validation of the course. Justification for this right to be extended to the Course Examination Board, for example the statutory requirements of a professional body, should be made at the time of validation when the criteria for the interview would be established.

A general exception applies when the interview would be for the purpose of providing an alternative or additional assessment where valid reasons for poor performance have been established. In such cases, students must be notified in writing in good time of any requirement to be available for interview, the date of the interview and the criteria for the assessment.

4 Course Examination Boards in a single tier scheme

4.1 Introduction

4.1.1 In a single tier system, the Course Examination Board will:

- i. consider the performance of all students on each module/unit within its remit and agree final results for modules/units; and then
- ii. determine the overall result for each student with regard to progression and award, including any retrieval arrangements.

4.2 The constitution of a Course Examination Board in a single tier system

4.2.1 The constitution of a Course Examination Board in a single tier system must normally include:

- the Head of School⁸¹ in which the course(s) is based (Chair);
- the Deputy Chair;
- the Course Leader(s);
- a representative group of the internal markers of the assessments under consideration by the examination board⁸²;
- the external examiner(s)

4.2.2 For examination boards at Partner Institutions managed by a School, the constitution of a Course Examination Board in a single tier system must normally include:

- the University Head of School responsible for the course;
- the University Link person;
- the Head of School (or equivalent) at the Partner Institution;
- the Course Leader;
- the internal examiners - a representative group from the members of the staff responsible for the teaching and assessment of the course;
- the approved external examiner(s) or external moderator(s).

4.2.3 For examination boards at Partner Further Education Colleges managed by ASC Further Education Colleges Sub-committee, the constitution of a Course Examination Board in a single tier system must normally include:

⁸¹ or nominee

⁸² this could be course/ programme/pathway or route leader(s)

- a member of staff from the University appointed by the Chair of ASC FEC Sub-committee (Chair)
- A deputy chair, also member of staff from the University appointed by the Chair of ASC FEC Sub-committee
- the Higher Education Manager (or equivalent) at the Partner Institution;
- the Course Leader;
- the internal examiners – a representative group from the members of the staff responsible for the teaching and assessment of the course;
- the approved external examiner(s) or external moderator(s);
- for consortium programmes only, the University Consortium Programme Leader

4.2.4

In the event that no external examiners are present the Board should proceed on the basis of internally moderated marks and should take the additional step:

- Note where marks have been considered by a fully constituted Area Examination Board with external examiner engagement

The outcomes must be reported by the Chair of the Examination Board to the Chair of Academic Standards Committee who will consider what further action should be taken to safeguard the Examination Board decisions.

4.3

Summary terms of reference of a Course Examination Board in a single tier system

The Course Examination Board is required to:

- i. ensure appropriate consideration of individual students and that the academic standard of awards is maintained;
- ii. ensure that all appropriate University and course regulations are met;
- iii. confirm marks for assessments and modules within its remit for all students who are registered for those modules, taking into account all relevant information received but without reference to students' overall performance or performance on any other modules concurrently or previously studied;
- iv. agree arrangements for students permitted to be reassessed for any element of assessment in any module within its remit, and the mechanisms for considering and approving the results of such assessments;
- v. make decisions on the basis of applications or proposals for the deferral of any element of assessment for a particular student;
- vi. make recommendations for the conferment of the approved awards for those students who have satisfied the assessment requirements of these awards;
- vii. make recommendations for the conferment of any intermediate award in the case of eligible students;

- viii. make decisions about whether a student's overall performance may compensate for failure at intermediate stages or final assessment, in accordance with these regulations;
- ix. make decisions on students' eligibility for progression to the next stage of the course, in accordance with these regulations;
- x. make decisions regarding students' eligibility to continue their registration on the course;
- xi. implement decisions of Academic Misconduct Panels which have investigated where a student is found to have cheated or in any way attempted to gain an unfair advantage;
- xii. agree action to be taken in relation to any breaches of regulations reported to it;
- xiii. agree what actions the Chair, or any approved sub-group, may take on behalf of the examination board;
- xiv. review the operation of assessment procedures for each module and recommend to the Chair of Academic Board changes where appropriate.

5 Tiered examination board structure for modular provision

For modular provision, there is a tiered examination board structure comprising Area Examination Boards and Course Examination Boards.

Area Examination Boards will consider the performance of all students on each module within their remit and agree final results for modules, and will forward these results to the relevant Course Examination Board.

Course Examination Boards will receive the marks and any associated recommendations from the Area Examination Boards, and will determine the overall result for each student with regard to progression and award, including any retrieval arrangements.

6 Area Examination Boards

6.1 Introduction

6.1.1 The Area Examination Board will meet as required, usually twice a year, after the assessments for each semester.

6.1.2 It is recommended that a sub-set of the Area Examination Board, for example the Area Leader and some of the internal examiners (not usually including the Chair), meet in advance of the meeting of the Area Examination Board to review the results, and to discuss and formulate recommendations regarding reassessment, as well as noting any possible instances of generic mitigation. In this way the business of the Examination Board should progress more efficiently.

6.2 The constitution of an Area Examination Board

6.2.1 The constitution of an Area Examination Board must normally include:

- the Head of School⁸³ with responsibility for the area (Chair);
- the Deputy Chair;
- the Area Leader(s), where relevant;
- a representative group of the internal markers of the assessments under consideration by the examination board⁸⁴;
- the external examiner(s) with responsibility for the modules in the area.

6.2.2 For examination boards at Partner Further Education Colleges managed by ASC Further Education Colleges Sub-committee, the constitution of an Area Examination Board must normally include:

- a member of staff from the University appointed by the Chair of ASC FEC Sub-committee (Chair)
- a deputy chair, also member of staff from the University appointed by the Chair of ASC FEC Sub-committee
- the Higher Education Manager (or equivalent) at the Partner Institution;
- the Course Leader;
- the internal examiners - a representative group from the members of the staff responsible for the teaching and assessment of the course;
- the approved external examiner(s) or external moderator(s);
- consortium programmes only, the University Consortium Programme Leader.

6.2.3

In the event that no external examiners are present the Board should proceed on the basis of internally moderated marks. The outcomes must be reported by the Chair of the Examination Board to the Chair of Academic Standards Committee who will consider what further action should be taken to safeguard the Examination Board decisions.

Steps that may be taken internally by the Examination Board may include:

- additional internal moderation, preferably by a senior academic not involved in teaching on the affected modules and who has external examining experience
- statistical review against outcomes from previous years (up to three years' data in total)
- statistical review against other modules taken in the same (current) academic year to help benchmark overall cohort performance

6.3 Role of an Area Examination Board

6.3.1 An Area Examination Board has responsibility for modules within a cognate subject area or areas. The main duty of the Area Examination Board is to determine the results for each student registered for each module, in accordance with the regulations.

6.3.2 Decisions about performance on each module are taken on the basis of the evidence of the assessments only, without reference to performance in other modules or any mitigating circumstances submitted by the student.

⁸³ or nominee

⁸⁴ this could include module/area/subject/course leader(s)

- 6.3.3 The examination board will make decisions on the basis of the evidence before it from the assessments only.

When making decisions about students' performance on modules the Area Examination Board will normally only discuss those students who have failed to satisfy the requirements of the assessments, or are potential failures, or for whom the examination board is required to take into account generic mitigating circumstances (**refer B10.2**).

- 6.3.4 In determining the results for individual modules the examination board will decide whether a student's total aggregated mark or grade in a module may compensate for a failure to meet the threshold in one of the assessment tasks, in accordance with the regulations (**refer B8.2.4, B8.3.4**).

6.3.5 Area Examination Board and mitigating circumstances

An individual student whose performance in a particular module has been affected by mitigating circumstances will be flagged on the Area Examination Board documentation for that module. However the details of the circumstances will not be made available to the Area Examination Board. The Area Examination Board should make a decision only on the basis of the evidence before it and should decide that the student has:

- i. passed, failed or may be referred in the module in question; and
- ii. should also determine the decision to be implemented if the mitigation is accepted by the Course Examination Board (**refer B6.4.2**).

- 6.3.6 The Area Examination Board is the only body responsible for determining the results of modules within its remit. However, if a meeting of the examination board at which the external examiner(s) are present has clearly specified the conditions to be satisfied by each student on further assessment (either referral or deferral), and determined the possible final outcomes depending on the student's performance in the assessment, decisions on performance in the further assessments and final module result may be delegated to a sub-committee of the Area Examination Board.

- 6.3.7 The decision of the Course Examination Board concerning students' eligibility to progress may have an effect on whether the decisions of Area Examination Boards can or should be implemented. For example, where a student has accumulated so many failures and/or referrals that the Course Examination Board requires that they be excluded from the course, decisions about reassessment would clearly be superseded by this decision. Conversely a Course Examination Board may decide to award credit by compensation, which would again supersede any decision about referral (**refer E7.2.5**).

6.4 Summary terms of reference of an Area Examination Board

The Area Examination Board is required to:

- i. ensure appropriate consideration of individual students;
- ii. ensure that academic standards within the subject area are maintained by monitoring students' performance in assessments;
- iii. ensure that all appropriate University regulations are met;

- iv. recommend to the Course Examination Board action to be taken in relation to any breaches of regulations reported to it;
- v. confirm marks for assessments and modules within its remit for all students who are registered for those modules, taking into account all relevant information received but without reference to students' overall performance or performance on any other modules concurrently or previously studied;
- vi. make recommendations for pass, referral, deferral or failure of assessment, taking into account submission of mitigating circumstances⁸⁵ and late work;
- vii. agree arrangements for students permitted to be re-assessed for any element of assessment in any module within its remit, and the mechanisms for considering and approving the results of such assessments;
- viii. agree what actions the Chair, or any approved sub-group, may take on behalf of the examination board;
- ix. review any issues reported about the operation of assessment procedures and recommend to the Chair of Academic Board changes where appropriate.

7 Course Examination Boards in a tiered system

7.1 The constitution of a Course Examination Board in a tiered system

7.1.1 The constitution of a Course Examination Board in a tiered system must normally include:

- the Head of School⁸⁶ in which the course(s) is based (Chair);
- the Deputy Chair;
- the Course Leader(s);
- a representative group of the internal markers of the assessments under consideration by the examination board⁸⁷; the course external examiner(s) or chief external examiner⁸⁸.

7.1.2 For examination boards at Partner Institutions managed by a School, the constitution of a Course Examination Board in a tiered system must normally include:

- the University Head of School responsible for the course(s);
- the University Link tutor ;
- the Head(s) of School (or equivalent) at the Partner Institution;

⁸⁵ where a student submits mitigating circumstances this is flagged at an Area Examination Board and the Area Examination Board makes two recommendations – i) where the mitigating circumstances are accepted and ii) where they are rejected. Refer E6.3.5

⁸⁶ or nominee

⁸⁷ this could be course/ programme/pathway or route leader(s)

⁸⁸ where the Course Examination Board serves a programme, i.e. several courses, a course external examiner is not necessarily appointed for each course. Instead a chief external examiner will be appointed for the programme.

- the Course Leader(s);
- at least two members of staff responsible for the teaching and assessment of some modules in the course(s), normally the compulsory or mandatory modules;
- the course external examiner(s) or chief external examiner.

7.1.3 For examination boards at Partner Further Education Colleges managed by ASC Further Education Colleges Sub-committee, the constitution of a Course Examination Board in a tiered system must normally include:

- a member of staff from the University appointed by the Chair of ASC FEC Sub-committee (Chair);
- a deputy chair, also member of staff from the University appointed by the Chair of ASC FEC Sub-committee;
- the Higher Education Manager (or equivalent) at the Partner Institution;
- the Course Leader;
- the internal examiners - a representative group from the members of the staff responsible for the teaching and assessment of the course;
- the approved external examiner(s) or external moderator(s);
- for consortium programmes only, the University Consortium Programme Leader.

7.2 Role of a Course Examination Board in a tiered system

7.2.1 The Course Examination Board considers the overall profile of each student registered on a course and makes decisions about the eligibility of the students to progress and for final and intermediate awards.

The overall profile of each student consists of:

- i. the student's performance in all modules studied during the current session;
- ii. where relevant, modules studied in previous sessions, as notified to it by the appropriate Area Examination Boards;
- iii. any valid mitigating circumstances submitted by the student;
- iv. any recommendation relating to factors from previous sessions.

7.2.2 Exceptionally, a Course Examination Board may act as an Area Examination Board for certain modules which have an integrative role across the whole of the programme of study for students registered on the course e.g. synoptic modules, level 6 projects or dissertations, clinical or school experience (which are only studied by students registered for a particular award and have outcomes specific to that award i.e. they are not available as stand alone modules, or to students registered for awards which are the responsibility of other Course Examination Boards).

If performance on these modules is considered by the Course Examination Board, the examination board should function as an Area Examination Board for that part of its business.

7.2.3 When making recommendations about the conferment of awards or students' eligibility for progression, the Course Examination Board will normally only discuss in detail those students who are on borderlines, are potential failures or have recorded mitigating circumstances.

- 7.2.4 The Course Examination Board will receive decisions made by the Area Examination Boards to refer students on particular modules, and will automatically endorse the referrals provided that a student has accumulated referrals in no more than the maximum number of referrals permitted. The only exceptions will be where the course-specific regulations do not permit referral in the modules concerned or where decisions are made in accordance with E7.2.5.
- 7.2.5 The Course Examination Board may change the decision of an Area Examination Board only where:
- i. a student has accumulated more than the maximum number of referrals, some or all of which will not be endorsed and will be deemed failures. Where a student has accumulated referrals in excess of the maximum then decisions about remaining on the course and undertaking any referrals will be made on the basis of the number of modules passed. If a student is registered on a course involving two or more fields, the Course Examination Board may use its discretion to allow the student to continue on the course and to study modules in one field at a higher level than those in another (i.e. those which are to be repeated);
 - ii. a student's overall profile is such that the student is excluded and may not be reassessed as proposed by the Area Examination Board;
 - iii. a student has submitted mitigating circumstances which are accepted by the Course Examination Board, such that the assessments on which the Area Examination Board made its decision are deemed null and void;
 - iv. the Course Examination Board decides to award some credit by compensation, resulting in progression to the next stage or award, which supersedes the decision of the Area Examination Board to refer. The referral thus lapses and a student who has received compensated credit may not elect to undertake any outstanding referrals;
 - v. a student has been found to have cheated or in any way have attempted to gain an unfair advantage in more than one module considered by different Area Examination Boards.
- 7.2.6 Under no circumstances may a Course Examination Board change the marks forwarded to it from the relevant Area Examination Boards.

7.3 Summary terms of reference of Course Examination Boards in a tiered system

The Course Examination Board is required to:

- i. ensure appropriate consideration of individual students and that the academic standard of awards is maintained;
- ii. ensure that all appropriate University and course regulations are met;
- iii. consider all information received which is pertinent to reaching a decision on the performance of any student, including:
 - the marks or grades awarded by the relevant Area Examination Boards;

- any credit which has been accredited to students on enrolment;
 - reports of meetings of any sub-sets of the Course Examination Board at which students' grades and/or their progress on the course are discussed;
 - the date of any agreed extensions to deadlines;
 - any mitigating circumstances submitted by the student;
- iv. make recommendations for the conferment of approved awards for those students who have satisfied the assessment requirements of these awards;
 - v. make recommendations for the conferment of any intermediate award in the case of eligible students;
 - vi. make decisions about whether a student's overall performance may compensate for failure at intermediate stages or final assessment, in accordance with these regulations;
 - vii. make decisions on students' eligibility for progression to the next stage of the course, in accordance with these regulations;
 - viii. make decisions regarding students' eligibility to continue their registration on the course;
 - ix. to implement decisions of Academic Misconduct Panels which have investigated where a student is found to have cheated or in any way attempted to gain an unfair advantage;
 - x. agree action to be taken in relation to any breaches of regulations reported to it;
 - xi. agree what actions the Chair, or any approved sub-group, may take on behalf of the examination board;
 - xii. review the operation of Course Examination Board procedures and recommend to the Chair of Academic Board changes where appropriate.

8 Reconvening an Examination Board

8.1 If after the meeting of an examination board it is ascertained by the Chair of the examination board that there were undisputed factors which may have affected the performance of a student or students but which were not reported to the examination board and hence not taken into account, the Chair has the right to reconvene the examination board.

Such circumstances may include:

- i. personal mitigating circumstances for one or more students; or
- ii. the identification of some error or other procedural irregularity within the assessment process.

The examination board will then review its decisions, taking account of the new information and revise decisions as appropriate.

- 8.2 If circumstances make it impossible to reconvene a full meeting of the examination board in a timely manner, an appropriate sub-group should be convened from within the approved membership of the Board. This sub-group must include the Chair or deputy Chair of the main examination board, a course or subject leader, two further members of academic staff, and at least one external examiner (who should be available for immediate consultation but who does not necessarily need to be physically present). The membership and details of the sub-group must be forwarded to the Quality and Standards Manager (Academic Stands and Assessment) prior to the board taking place.

If these membership criteria cannot be met or are deemed inappropriate, the membership of the sub-group must be approved by the Chair of the Sub-Committee for Assessment (or nominee). The sub-group must include the Chair and at least one external examiner.

- 8.3 When it is necessary to reconvene a meeting of the examination board, or to convene a sub-group, the Chair of the examination board should notify Academic Services, explaining why this action is necessary and noting both the circumstances which have come to the attention of the Chair, and the reason for reconvening in the light of these circumstances.

9 Request for a review of a decision of an Examination Board (academic appeal)

- 9.1 The grounds on which a student may request a review of the decision of an examination board and the procedure for requesting a review are given in **section H**.

- 9.2 There is no right of appeal against decisions of an examination board which are matters of academic judgement. Disagreement with the academic judgement of an examination board in assessing any information relating to a student's performance does not in itself constitute grounds for a request by a student for reconsideration.

- 9.3 A student may not lodge an appeal on the grounds of dissatisfaction with the design, curriculum or delivery (teaching, school support, etc.) of a course, which should be resolved through the [Student Complaints Resolution Procedure](#). Procedures for appeals against disciplinary action that may be taken following a proven case of irregular behaviour in the University are contained within the *University of Brighton Student Contract*.

10 Examination Boards – procedural guidance

10.1 Staff duties

The Course Leader is the administrative manager and leader of the course (subject to the coordinating role of the Head of School, the Course/Programme/Division Leader in the case of cross-School courses), responsible for ensuring and maintaining appropriate academic standards. A Course Leader may delegate some responsibilities with regard to assessment and examination to (an) other member(s) of the teaching staff.

The School Administration Manager is responsible for ensuring that all Examination Boards in the School are appropriately scheduled and serviced, and will nominate the Secretary for each Examination Board, who may be any

appropriate member of staff of the University.

The Secretary to the Examination Board is responsible for ensuring correct arrangements for Examination Board meetings including:

- i. preparing and circulating agenda papers;
- ii. having available at the meeting information pertinent to individual students, particularly any information previously submitted by students in support of mitigating circumstances and any submitted medical certificates;
- iii. assembling all documentation for the meeting;
- iv. minuting the meeting in such a way that all decisions are unambiguously and fully recorded, particularly in cases where a judgement has been difficult for any reason;
- v. preparing of pass lists marked with the date of publication.

The duties of an internal examiner are to:

- i. attend all meetings of the Examination Board of which they are a member and give attendance at such meetings priority over all other commitments. If for some exceptional reason an internal examiner is unable to attend a meeting, the examiner shall normally propose a substitute for appointment by the Chair of the Examination Board⁸⁹;
- ii. prepare assessed coursework and examination papers as required for the assessed work for which they are responsible, and (where required by the course assessment regulations) to submit such coursework and examination papers for consideration and amendment by the external examiner;
- iii. submit assessment material, including scripts, coursework or project reports to the external examiner as required;
- iv. make arrangements (and where appropriate consult, and obtain the approval of, the external examiner(s)) for other forms of assessment which may be required for certain students, including *viva voce* examinations, where permitted;
- v. ensure that the result(s) of assessed work for which they are responsible, as moderated (where applicable) by the external examiner, is available to the Examination Board by an agreed date;
- vi. come to an agreement with other relevant internal examiners over the mark or grade to propose to the Examination Board in cases where there are notable prior discrepancies between the mark or grade awarded by the different internal examiners and prior to the mark or grade being disclosed to the student;
- vii. be available for consultation during the first 30 minutes of the examination(s) for which they are responsible, or arrange for a substitute to do so;
- viii. prepare reports, when necessary, on individual students for consideration by the Examination Board;
- ix. present to Examination Boards, when necessary, proposals for the methods for the re-assessment of students.

10.2 Examination Board agenda

10.2.1 An agenda should be provided at each Examination Board. Items to be included

⁸⁹ All amendments to approved membership lists must be submitted to Academic Services for approval by the Chair of the Sub-Committee for Assessment

are as follows:

- i. Chairs' introduction
- ii. Apologies for absence
- iii. Confidentiality of the proceedings
- iv. Conflict of interest
- v. To receive the Board's Constitution and Membership: Terms of reference (*to be attached*)
- vi. To receive the minutes from the previous Examination Board meeting(s)
- vii. To consider matters arising from previous Examination Board meeting, including a report of Chair's action from the previous Examination Board meeting, where appropriate
- viii. To confirm external moderation of marks - *for Area Examination Boards/Course Examination Boards (single tier system)*
- ix. *To consider a standardized statistical report of module performance - for Area Examination Boards/Course Examination Boards (single tier system)*
- x. To consider the results of assessments for each module - *for Area Examination Boards/Course Examination Boards (single tier system)*
- xi. To consider students' profiles in order to make decisions on eligibility for progression to the next stage and make recommendations for the conferment of awards - *for Course Examination Boards*
- xii. To note the date(s) for the submission of referred work or examinations (*as appropriate*)
- xiii. Delegation of authority to the Chair⁹⁰ or approved sub-group to deal with referred/ deferred students (*as appropriate*)
- xiv. To receive oral report(s) from the external examiner(s) (*as appropriate*)
- xv. Recommendations for prizes (*as appropriate*)
- xvi. Chair's summary
- xvii. Any other business
- xviii. Statement of procedural compliance
- xix. Date of the next meeting of the Examination Board

10.2.2 The following items may also be included in the proceedings of an examination Board:

- Minutes from any meeting of the internal examiners in advance of the examination board;
- Statistical reports;
- Examination procedures;
- Report(s)/comments of the internal examiner(s)/Programme/Course Leader(s);
- Issues arising from the assessments;
- Consideration of any cases of generic mitigation;
- To note the procedure for approving the minutes of the meeting.

10.3 Examination Board documentation

10.3.1 The sections below provide information about the documents which should be available at Examination Boards.

The primary information to be used at Examination Boards should be generated from CAMS⁹¹. This would not preclude other supporting information being used. Examination Boards should not receive marks from students who have not been

⁹⁰ Chair's action may be appropriate in cases e.g. where a student's mark(s) is pending due to an approved extension

⁹¹ Academic Board *minute 3457*

enrolled in the current year. However, Academic Services still requires examination boards to review the status of students who are intermitting or otherwise dormant in the current year.

10.3.2 Course Examination Board in a single-tier system

The following documentation should be available, at the Course Examination Board, for each student enrolled on the course:

- i. student number;
- ii. family name and forenames;
- iii. course;
- iv. current mode of study;
- v. current stage or level;
- vi. year of progression to current level;
- vii. number of modules passed at each level to date;
- viii. conditions attached to previous progression, if any;
- ix. whether a previous Course Examination Board has determined that the previous conditions have been fulfilled;
- x. where appropriate, a recommendation regarding current eligibility for progression or award from an internal course team meeting or progress board or equivalent;
- xi. for all modules studied by the student at the current level, and in the case of those students presenting themselves for a degree all modules at the previous levels:
 - the overall mark;
 - the year taken;
 - whether the module has been repeated (i.e. the number of assessment attempts);
- xii. whether mitigating circumstances have been submitted for the current or previous sessions.

This documentation will be available directly to those administering the Course Examination Boards from the student information system in a standard format.

10.3.3 Area Examination Boards in a tiered scheme

The following documentation should be available, at the Area Examination Board, for each module:

- i. the code and title;
- ii. the type of each assessment for the module;
- iii. the weighting of each assessment for the module if appropriate;
- iv. the mean and standard deviation for each module and for the aggregated total of the marks for all students presented, if appropriate;

and for each student who has studied the module during the semester/term, the documentation will provide:

- i. student number;
- ii. family name and forenames;
- iii. course, if appropriate;
- iv. whether mitigating circumstances apply to the student's performance on that module (flagged only);

- v. a mark or grade for each assessment component of the module;
- vi. the final aggregated mark (calculated automatically) or grade for the module where appropriate;
- vii. the number of assessment attempts at each module.

This documentation will be available directly to those administering the Area Examination Boards from the student information system in a standard format.

10.3.4 Course Examination Board in a tiered scheme

The following documentation should be available, at the Course Examination Board, for each student enrolled on the course:

- i. student number;
- ii. family name and forenames;
- iii. course;
- iv. current mode of study;
- v. current stage or level;
- vi. year of progression to current level;
- vii. the mark for all modules studied by the student in the current stage of their course, on which is based the overall mark, grade or decision for the stage;
- viii. in the case of those students presenting themselves for a degree all modules, marks or grades for previous stages which contribute to the final mark or profile on which the award (and any classification) is based;
- ix. whether mitigating circumstances have been submitted for the current or previous sessions;
- x. the number of assessment attempts at each module.

This documentation will be available directly to those administering the Course Examination Boards from the student information system in a standard format.

10.4 Examination Board minutes

10.4.1 Examination Board minutes represent the formal record of meetings held to determine the results of students at assessment, and to recommend the conferment of awards to the Chair of Academic Board. As such they are significant documents which are of great importance to the University, and must be thorough and accurate.

10.4.2 Minutes should include:

- i. a list of all those members present;
- ii. a list of all those present who are not members of the Examination Board but are attending in some other capacity (including any representation from Academic Services, and any secretarial or support staff). An attendance sheet should be signed by all those present at the Examination Board;
- iii. any apologies for absence;
- iv. any amendments to the minutes of the previous meeting;
- v. a report on any matters arising from the previous meeting, including Chair's action;
- vi. confirmation of external moderation of marks (including any alternative arrangements)
- vii. where appropriate, any cases of generic mitigation considered, together with a record of the outcome of discussion;

- viii. any cases where changes are made to individual subject marks, giving the reasons for such changes;
- ix. all cases of discretion exercised by the Examination Board, including:
 - the award of a degree classification higher than that suggested by the initial mark;
 - any decisions to award credit by compensation;
 - any decisions to permit conditional progression.
- x. the date(s) for the submission of any referral/deferral work or examinations, where appropriate;
- xi. a clear record of any advice or recommendation to a future Examination Board;
- xii. the closing remarks of the external examiner(s), internal examiner(s) and Chair.

10.4.3 It is important that the deliberations of the Examination Board be retained in one coherent document, so that they provide a formal record of the meeting and permit a subsequent reader to gain a sense of the decisions taken. This allows for a better check for consistency, and permits individual cases to be considered and viewed within the context of the whole, for example in the case of a request for a review of the decision. It is not anticipated that the minutes will include a high level of detail, and it may be appropriate that a number of decisions be recorded in one discursive minute.

10.4.4 The minutes of an Examination Board will therefore comprise two parts:

Part 1 - the textual discursive minutes written in a Word document recording discussion and decisions taken; and

Part 2 - the CAMS record, which will be retained electronically, to include the result for each student and any features of the results recorded in the CAMS minute field. Following an Area Examination Board, the minutes should clearly state the recommendation of the Board. In the case of referrals the minutes should clarify the nature of the referral task(s), in particular whether the student is expected to resubmit the original assessment task or an alternative task will be provided. Minutes for Area/Course Examination Boards may also state, in general terms, the reason for a claim of mitigating circumstances by a student e.g. for non-submission or late submission of work or poor performance.

10.4.5 The minutes of Examination Boards should be confirmed and approved by the Chair within at most three weeks of the meeting, as they may be crucial evidence in the event of a student request for a review of an Examination Board decision.

10.4.6 Copies of all Examination Board minutes are retained by the Schools on behalf of the University.

10.4.7 Minutes will be collected locally by the School Administrator and a list of those minutes which are retained and those which are still outstanding shall be sent to the School Administration Manager. The detail of this procedure, including timescales and any variations for practical purposes, will be negotiated between the School Administrators and the School Administration Manager.