

## ASSESSMENT BOARDS - TERMS OF REFERENCE

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### Report to:

Learning, Teaching and Quality Committee

### 1 General

- 1.1 The University operates Assessment Boards for all taught courses, which:
- receive the ratified final marks obtained by students for modules on which they are enrolled;
  - award credit for each module within its remit to a student that has demonstrated achievement of the learning outcomes of those modules;
  - make decisions relating to the progression of students in courses, including the consequence of failure at any stage of the course and the conferment and classification of awards in accordance with the published regulations.
- 1.2 Each module, course and subject shall have a designated External Examiner, and each department shall have a designated Chief External Examiner. The University's Academic Board shall determine the powers and responsibilities of external examiners, and no award of the University may be made without the proper involvement of an external examiner.

### 2 Frequency

- 2.1 Assessment Boards shall meet as required, to confirm the award of credit and student progression. They may be convened at departmental, subject or course level.
- 2.2 An assessment board may consider students from multiple departments/subjects/courses providing the members in attendance are appropriate.

### 3 Membership and quoracy

- 3.1 The membership of an Assessment Board is:
- Dean of the Faculty covered by the board, or nominee (Chair);
  - External Examiners appropriate to the size and scope of the assessment board being convened;
  - Heads of Subject for each of the subjects under consideration, or nominees;
  - Secretary as nominated by the Head of Quality Assurance and Enhancement (or equivalent)
  - Clerk as nominated by the Head of Student Progression and Achievement (or equivalent)
- 3.2 The quorum for an Assessment Board is the Chair, Head of Subject (or nominee), at least one External Examiner and the Secretary. Where an Assessment Board meets without quorum, the results are provisional until the next quorate meeting.
- 3.3 Attendees may participate remotely at Assessment Boards.

#### **4 Terms of Reference**

4.1 The terms of reference of an Assessment Board are:

- a) to confirm that University regulations have been applied consistently and fairly for all students;
- b) to receive the minutes of its previous substantive meeting and agree the final version as a true and accurate record, and note any matters arising from them;
- c) to receive the ratified individual assessment marks and overall module marks for each student and assign credit on the basis of these marks;
- d) to determine whether students shall continue or progress on their respective courses;
- e) to determine appropriate retrieval or retake arrangements for students who fail assessments;
- f) to determine final awards and classifications according to the University's regulations; and
- g) to report to, and in the format and frequency required by, the Learning, Teaching and Quality Committee

**Approved by:**

Learning, Teaching and Quality Committee Chair on 22 August 2023