

BOARD OF EXAMINERS

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Approved by Academic Board, November 2008

September 2009
No changes

THE BOARD OF EXAMINERS

General

1. Except as provided for by the Academic Board in its Regulations for the Review of Decisions of Boards of Examiners no other person or body shall have the authority to amend a properly reached decision of a Board of Examiners in respect of a student's assessment and/or award.
2. The Academic Board may in accordance with its Procedure for the Review of Decisions of Boards of Examiners require a Board of Examiners to reconsider any or all of its decisions in respect of its assessment of students.
3. If the outcome of a case considered under the Review Procedure is that the Academic Board is satisfied on the basis of evidence considered by it that a material irregularity or administrative error has occurred or that the assessment of students was not conducted in accordance with these and other relevant regulations then it may require the relevant Board of Examiners to reconsider any or all of the decisions made in respect of affected candidates.
4. In circumstances which it considered appropriate, the Academic Board may annul any or all associated decisions of the relevant Board of Examiners and/or annul the assessments or any part thereof and take action which, if necessary, may include the appointment of new external examiners.

Constitution

5. The Board of Examiners is constituted under the authority of the Academic Board of the University.
6. The Vice-Chancellor, the Deputy Vice-Chancellor (Student Experience) and the Registrar shall have the right to attend and address any meeting of any Board of Examiners of the University.
7. Chair of Board of Examiners
 - 7.1 The Chairperson of a Board of Examiners shall be either the Head of Department (or equivalent) or the Dean of Faculty to which the programme is assigned.
 - 7.2 With the approval of the Deputy Vice-Chancellor (Student Experience), Heads/Deans may appoint a senior member of their academic staff, other than the Programme Leader, to be the designated Deputy Chairperson who will be empowered to act in the Chairperson's absence.
 - 7.3 A Programme Leader shall not under any circumstances chair the Board of Examiners for the programme for which s/he is responsible. A Programme Leader may be designated as Deputy Chairperson for a programme other than that which s/he is responsible for.
 - 7.4 With the approval of the Deputy Vice-Chancellor (Student Experience), the equivalent of Heads/Deans of partner institutions may act as Chairperson for the collaborative programme leading to an award of MMU in cases where the Board of Examiners' meeting is held in the partner institution (whether in the UK or abroad), provided that they are appropriately inducted and supported,

and that a member of MMU staff is present at the Board of Examiners to advise on regulatory matters.

- 7.5 Heads (or equivalent) retain prime responsibility for chairing Boards of Examiners for programmes within their department/school and for the proper conduct of, and all decisions taken by, those Boards. The required practice is for them to chair unless they are unable to do so for reasons of sickness or other exceptional factors. Heads should seek the approval of the Deputy Vice-Chancellor (Student Experience) for the appointment of a senior member of their staff to act as Deputy Chair who may assist them in their chairperson-related work and will thus be able to chair the Board on those occasions when Heads are unavoidably absent.

8. Secretary of Board of Examiners

- 8.1 The Head of Faculty/Campus SAS shall act as Secretary to the Board of Examiners and shall, subject to the guidance of the Director of Student Services, be responsible for advising the Board on all procedural matters including the interpretation of these regulations.
- 8.2 The Head of Faculty/Campus SAS may assign senior administrative staff to serve Boards of Examiners on their behalf and shall ensure that such staff are adequately qualified and trained to do so.
- 8.3 Heads of Faculty/Campus SAS shall ensure that where Boards of Examiners' meetings for collaborative programmes are held and serviced in institutions other than the University (whether in the UK or abroad) that such Boards are serviced by appropriately qualified staff who have received training in the University's regulations and procedures.
- 8.4 Head of Faculty/Campus SAS are responsible for the servicing of Boards of Examiners for programmes within their faculty and within partner institutions for their faculty's collaborative programmes. They must ensure, by seeking the approval of the Director of Faculty/Campus SAS, that staff servicing Boards on their behalf are of an appropriately senior grade and are adequately qualified and trained to do so.

Composition

9. The Board shall comprise:
- i The Head of Department
 - ii Ex-officio: The Vice-Chancellor
 The Deputy Vice-Chancellor (Student Experience)
 The Registrar
 The Dean of Faculty
 - iii The Programme Leader
 - iv The Year Tutors (where appointed)
 - v The internal examiners defined as those staff, both full and part-time, associated with assessments which are the responsibility of the Board
 - vi Such other co-opted members as the Board may consider it appropriate to co-opt for a specific purpose

- vii The external examiners appointed for the programme whose role, authority, duties and rights shall be defined in the regulations on external examiners made by the Academic Board.
10. No student shall be a member of the Board of Examiners or attend an examiners' meeting other than as a candidate for assessment. If, however, a person who is otherwise qualified to be an examiner for a programme (for example, as a member of staff or as an appointed external examiner) is registered as a student on another programme, that shall not in itself disqualify that person from carrying out normal examining commitments.

Responsibilities

11. The Board of Examiners shall be responsible to the Academic Board for all the programme assessments that contribute to the granting of academic awards and for recommending the granting of awards to candidates who it is satisfied have fulfilled the objectives of the programme of study, demonstrated fulfilment of the associated learning outcomes and achieved the required standard.

Functions

12. The Board's functions shall include:
- i recommending the conferment of an award upon a student who, in the judgement of the Board, has fulfilled the objectives of the approved programme of studies, demonstrated fulfilment of the associated learning outcomes and achieved the standard required for the award;
 - ii determining the award, including the level of Honours, or award of Distinction and Merit where applicable, to be recommended under (i) above;
 - iii applying the University's assessment regulations for undergraduate and/or for taught postgraduate programmes to the programme;
 - iv considering, moderating and approving examination papers, and marking schemes, if any, for all assessed examinations relating to the programme;
 - v considering and approving any assignments or projects which form part of the scheme of assessment;
 - vi assessing written or oral examinations;
 - vii assessing any project or coursework which forms part of the scheme of assessment;
 - viii receiving and considering any communication relevant to its functions;
 - ix reporting matters of policy and significance to the Academic Board;
 - x such other functions as the Academic Board shall determine.

Sub-committees

13. The Board of Examiners may appoint sub-committees to deal with special aspects of its work other than the final assessment of candidates and may delegate to sub-committees such duties as preparing draft examination papers and assignments, marking scripts, considering and approving the titles and outlines of projects and theses, assessing course

work and preparing evidence for presentation to the Board of Examiners, subject to the overriding authority of the Board of Examiners and the rights and responsibilities of individual examiners.

Subsidiary Examination Committees

14. The Board may appoint subsidiary examination committees which must include at least one approved external examiner in their membership. Such subsidiary examination committees may not make decisions on behalf of the Board of Examiners but shall make such recommendations as they may consider appropriate to the main Board of Examiners.

Duties

- 16 The duties of the Chair of the Board of Examiners shall include convening meetings, corresponding and communicating with External Examiners between meetings and accepting responsibility for the correct recording of decisions and recommendations of the Board.
- 17 The duties of the internal examiners shall include preparation of draft examination papers, assessment schemes, marking scripts, assessing projects and theses according to the University's scheme for the moderation of summative assessment, and drawing up and presenting to the Board of Examiners such reports as may be required and attending meetings of the Board.

Consideration of factors affecting student performance

- 18 It is the responsibility of the Board to ensure that factors affecting student performance are considered in accordance with University regulations. Such cases must be dealt with in confidence and the Chair must ensure that a student's confidential details are not discussed at open Board. Only in exceptional cases may details be revealed to the full Board and only with the student's written permission. There should be a faculty or departmental panel to ensure equity of treatment through the consistent interpretation of the University's regulations, guided by criteria drawn up by CASQE. The panel shall consider individual cases, minute its discussions and make recommendations to the appropriate Board. The minutes of the meeting shall be confidential and submitted to the Dean of the faculty, Chair of the Board of Examiners (if s/he has not chaired the meeting) and the Deputy Vice-Chancellor (Student Experience).
 - 18.1 Existing processes at programme level shall be aggregated at departmental or preferably faculty level;
 - 18.2 Membership may vary but will normally include all programme leaders, at least one Board Chair, and the Chair of FADC. The Head of Faculty/ Campus Administration (or nominee) will act as secretary and shall, subject to the guidance of the Director of Student Services, be responsible for advising the Board on all procedural matters including the interpretation of these regulations;
 - 18.3 There should be cross-membership of panels to ensure equity. Decisions relating to membership of panels should be determined at Faculty level;
 - 18.4 The role and responsibilities of panels must be explicit. For 2008/09 these may be restricted to examination performance only, and must observe the definition of exceptional factors as specified in the University Assessment Regulations;

- 18.5 The panel will act in an advisory capacity – acting as a sub-committee of, and making recommendations to, Boards of Examiners (see above,13);
- 18.6 To enable audit, recommendations resulting from panel consideration of cases must be fully, accurately and formally recorded;
- 18.7 In the case of extreme or urgent circumstances where it would not be appropriate for a case to be considered by the panel, the Chair of the Board of Examiners may exceptionally act on their behalf to make a recommendation to the Board, submitting a report on such action to the panel to ensure a proper record.