

Assessment Boards

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1. Within each Faculty, there shall normally be two Assessment Boards, one with responsibility for undergraduate programmes and one with responsibility for taught postgraduate programmes, which includes the taught element of professional doctorate degrees and the options element of the MPhilStud.
2. In Faculties with a single programme at either level, the Assessment Board and the Assessment Sub-Board for the programme concerned can be one and the same.
3. Assessment Boards shall work with their Chief Faculty External Examiners to assure the College that the conduct of the Assessment Sub-Boards/Assessment Boards are consistent with the College’s regulations and policies and procedures for the operation of Assessment Sub-Boards and Assessment Boards.
4. Assessment Boards shall be required to work with the Assessment Standards Sub-Committee on producing the Degree Outcome Statement.

Key Roles

5. Every taught, credit-bearing module must have an internal examiner who is an academic member of staff, appointed by the College, who is responsible for the assessment and awarded marks of the module. They must be appropriately qualified and experienced to take responsibility for awarded marks. In some circumstances, suitably qualified staff who are not on academic contracts may be appointed as an internal examiner at the discretion of the Assessment Board chair. Internal examiners are responsible for the awarded marks and for the planning and implementation of appropriate marking, second-marking and internal moderation processes on a programme or group of modules. Usually, the internal examiner for a module is the module leader or module convenor, but departments may appoint another individual to act as internal examiner if appropriate.

6. Markers, sometimes known as assessors (particularly in relation to clinical and practical assessments), normally work under the supervision of an internal examiner to assist with the assessment of students' work. They are responsible for assessing student work against the published marking criteria, assigning each student a mark according to the relevant marking scale and providing students with feedback on their work. Markers, which may include external subject matter experts, must follow the requirements set out in the College Marking Framework and act in accordance with faculty processes. The internal examiner remains responsible for the awarded marks and for ensuring that the final marks are submitted to the Assessment Sub-Board for ratification.

7. In exceptional circumstances, where the internal examiner is unavailable, the Vice-Dean Education will be responsible for ensuring that the final marks are submitted to the Assessment Sub-Board for ratification. If the Assessment Sub-Board is not available, its responsibility to ratify marks is devolved upwards as follows:
 - a. Faculty Assessment Board, or if unavailable;
 - b. Executive Dean of Faculty

It is the responsibility of the Assessment Sub-Board to ensure that all markers, including post-doctoral markers have suitable training and support to carry out these duties and that any individual involved in the marking process has appropriate experience and expertise at the required level. If the Assessment Sub-Board is not available, this responsibility is devolved upwards as follows:

- a. Faculty Assessment Board, or if unavailable;
- b. Executive Dean of Faculty

Terms of Reference

8. Assessment Boards will conduct their business according to the following terms of reference:
 - a. to provide the Assessment Board membership for approval by the Assessment Standards Sub-Committee, on an annual basis. The approval should be completed at the start of the academic year;
 - b. to ensure that each taught programme of study registered within a Faculty, which leads to an award, is assigned to an Assessment Sub-Board and that Internal Examiners and External Examiners are nominated to serve on each Assessment Sub-Board;
 - c. to report to Academic Standards Sub-Committee on any relevant matters concerning assessment policy, procedures and issues raised by External Examiners;
 - d. to report any changes to the following local policies, in line with the process determined by Academic Regulations, Quality and Standards:

- exemption requests;
 - word limit penalties;
 - marking models.
- e. to receive the minutes from each Assessment Sub-Board;
 - f. to approve changes to discipline specific marking criteria;
 - g. to approve changes to mark translation schemes
 - h. to make exemption requests;
 - i. to ensure a proper record is kept of the proceedings and decisions, and that the confidentiality of these is preserved;
 - j. to consider appeals;
 - k. to review Faculty Level Assessment related policy;
 - l. to review and discuss College and Faculty level award data (HESA data analysis), including attainment gap, Exit Awards and Academic Fails data;
 - m. to review and discuss Mitigating Circumstances data;
 - n. to receive and discuss the following reports from ASSC:
 - Exemptions report;
 - Examinations Annual Report;
 - Student Conduct and Appeals Office annual report;
 - External Examiners Annual Overview Reports (Undergraduate and Taught Postgraduate).

Membership

9. The membership of an Assessment Board shall normally be:
 - a. a Chair, appointed by the Vice-Dean Education for a period of four years with a one-year extension option. Following this a Chair will not normally be eligible for re-appointment for a further two years;
 - b. a Deputy Chair, appointed from amongst the members of the Assessment Board;
 - c. the Chairs of Assessment Sub-Boards;
 - d. a Senior Tutor or their nominee may be co-opted into membership as appropriate;
 - e. Faculty Chief External Examiner.

10. In attendance shall be the Faculty Quality Assurance Manager and other designated administrative staff deemed relevant to attend the meeting, they are excluded from the quorum.
11. The Head of Quality Assurance (Assessment), may attend meetings as an observer only, thus is excluded from the quorum.
12. No persons other than the members and designated administrative staff shall be permitted to attend meetings of Assessment Boards, unless invited by the Chair with the agreement of the Board.
13. In Faculties with a single programme for which there is a single-tiered Assessment Board and no Assessment Sub-Board members shall be recommended by the Assessment Board Chair and approved by the Academic Standards Sub-Committee. In such cases, the External Examiners may also be members of the Assessment Board with full rights of membership including voting rights.

Quoracy

14. The quorum for any meeting is:
 - a. the Chair or Deputy Chair;
 - b. half of the internal members (to include External Examiners for single-tier boards). For single-tiered boards which have more than 20 internal examiners, the number of internal examiners required at the Assessment Board meeting should be approved by the Assessment Board Chair and endorsement sought from Academic Regulations, Quality and Standards;
 - c. Faculty Chief External Examiner;
 - d. Programme Director (for single-tiered boards).
15. Decisions of the Assessment Board shall be arrived at by a majority vote. Only those members who make up the quorum of the meeting and are in attendance at the meeting shall have voting rights. The Chair shall have the casting vote where necessary.
16. The Faculty Chief External Examiner is expected to be present at the Assessment Board meetings. Any Chief External Examiner unable to attend the meeting through illness or other good cause will not render the meeting invalid.
17. Each Undergraduate Assessment Board must meet at least twice (October and March) and each Postgraduate Assessment Board must meet at least once (April) in each academic year to conduct its business.

Executive Committee of an Assessment Board

18. An Assessment Board may establish an Executive Committee to consider appeals or specific, urgent, or unscheduled business.
19. The membership of an Executive Committee shall comprise of members from the relevant Assessment Sub-Board. Appeals will not be considered if the relevant Assessment Sub- Board member is not in attendance.
20. The quorum for an Executive Committee is three, to include the Chair or Deputy and the Chair of the relevant Assessment Sub-Board. The Chair or Deputy shall have the casting vote, where necessary.

Chair's Action

Chair's Action may be used for making exemption requests.