

Assessment Sub-Boards

Contents

Key Roles	1
Terms of Reference	2
Membership	4
Executive Committee of an Assessment Sub-Board/Module Assessment Sub- Board.....	6
Chair's Action.....	6

1. Every taught programme of study that leads to an award, and all free-standing credit bearing modules will be assigned to an Assessment Sub-Board (known as Module Assessment Sub-Board where a faculty has a King's Digital Programme). Where appropriate, programmes can be grouped for convenience under a single Assessment Sub-Board. Credit bearing Massive Open Online Courses (MOOCs) will be assigned to the relevant Assessment Sub-Board. Each Sub-Board reports to its Assessment Board and each Module Assessment Sub- Board reports to the Assessment and Regulatory Oversight Sub-Committee.
2. For undergraduate Medicine and Dentistry, the Assessment Boards will have responsibility for ensuring that Sub-Boards are established for each part of the programme.
3. Where a programme is interdisciplinary, one Faculty will have responsibility for the award of students registered on that programme.
4. Sub-Boards shall be responsible for ensuring assessment procedures are carried out in accordance with the Academic Regulations and Programme Regulations in a fair and impartial manner.

Key Roles

5. Every taught, credit-bearing module must have an internal examiner who is an academic member of staff, appointed by the University, 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 University 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 Head of Department will be responsible for ensuring that the final marks are submitted to the Assessment Sub-Board for ratification.
8. 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

9. Sub-Boards will conduct their business according to the following terms of reference:
 - a. to provide the Assessment Sub-Board membership for approval by the relevant Assessment Board, or where relevant, the Assessment and Regulatory Oversight Sub-Committee, on an annual basis. The approval should be completed at the start of the academic year. Membership to include Chair, Deputy Chair, Internal Examiners, Programme Director and External Examiners. In instances where there are more than 20 internal examiners, the Sub-Board can set a 'core' group of internal examiners required to achieve quoracy. The minimum requirements for setting a core membership are:
 - Chair or Deputy Chair
 - Programme Director
 - External Examiner(s)
 - 30% of the internal examiners, this must not be less than 10.

The 'core' group should be approved by the Assessment Sub-Board Chair and sent to Academic Regulations, Quality and Standards for endorsement by the Assessment and Regulatory Oversight Sub-Committee;
 - b. to nominate External Examiners for approval by the relevant Assessment Board, or, where relevant, the Assessment and Regulatory Oversight Sub-Committee;
 - c. to provide External Examiners with appropriate information relating to the programme of study on an annual basis, including assessment questions which they are requested to approve where the assessment forms a majority part of the module;

- d. to be responsible for the setting, scrutiny and approval of assessments for which it is responsible;
- e. to agree marking schemes, in accordance with the discipline specific marking criteria and the generic marking criteria for approval by the Assessment Board;
- f. to ensure summative assessments are marked in accordance with the University marking framework and that the most appropriate marking model is assigned to each element of assessment;
- g. to notify students of the arrangements for submission of assessments subject to the provision of the individual programme specification;
- h. to scrutinise the results of individual assessments and approve progression and awards;
- i. to consider cases for reassessment according to the policy determined by the Assessment Board; to appoint a nominee to consider mitigating circumstance claims, or to set up a Mitigating Circumstances Panel, as appropriate;
- j. to report to the Assessment Board on procedural and regulatory matters and action taken in such cases;
- k. to consider requests for exemptions;
- l. to deal with and formally respond to matters raised by External Examiners and action taken, including reporting these to the Assessment Board;
- m. to keep formal minutes of Assessment Sub-Board meetings, including all results and awards, for report to the Assessment Board and to ensure that the confidentiality of these is preserved;
- n. to produce an annual report for submission to the Assessment Board, to include the following:
 - exemption requests
 - changes to word limit policies
 - application of the late submission policy;
 - reporting on mitigating circumstances outcomes where an element of assessment is voided, and the module mark is reweighted.
- o. to approve revocation requests;
- p. to determine the course of action to allow students to proceed with their studies in cases where they have been re-instated following suspension.
- q. to report any changes to the following local policies, in line with the process determined by Academic Regulation, Quality and Standards:
 - exemption requests;
 - word limit penalties;
 - marking models
- r. to receive and discuss the following reports from the Faculty Assessment Board:

- i. University and Faculty level award data (HESA data analysis), including attainment gap, Exit Awards and Academic Fails data
 - ii. Mitigating Circumstances data.
- 10. Where a student has been granted Personalised Assessment Arrangements the Sub-Board shall not make further adjustments in light of the condition when considering the student's results.
- 11. Members of an Assessment Sub-Board shall have the right to see the scripts and any other assessed work, including coursework, of any student on a module for which the Assessment Sub- Board is responsible.

Membership

- 12. The membership of a Sub-Board shall normally be, as a minimum:
 - a. a Chair, appointed by the Vice Dean Education for a period of three years with a two-year extension option. Following this a Chair will not normally be eligible for re-appointment for a further two years. The Sub-Board Chair shall not normally be the Programme Director;
 - b. a Deputy Chair;
 - c. Internal Examiners, who shall be members of the academic staff of the University;
 - d. Programme Director;
 - e. an External Examiner. If a Sub-Board wishes to have more than three External Examiners a request must be submitted to Assessment and Regulatory Oversight Sub-Committee for approval.
- 13. All the above members have voting rights. In attendance shall be designated administrative staff involved in the programmes and/or Faculty, with no voting rights.
- 14. Where the Academic Board has approved a collaborative provision arrangement for a particular programme of study, an Internal Examiner may be appointed to the Sub-Board from amongst the academic staff of the collaborating institutions. In all such cases, prior approval must be sought from the Assessment and Regulatory Oversight Sub-Committee
- 15. The Head of Quality Assurance (Assessment) and/or their nominee may attend meetings as an observer only, thus is excluded from the quorum;
- 16. No persons other than the members and designated administrative staff shall be permitted to attend meetings of any Sub-Board unless invited by the Chair with the agreement of the Board.

Quoracy

17. The quorum for the meeting of a Sub-Board held to determine the final award recommendations following Assessment Period 2 (Undergraduate students) and Autumn term (Postgraduate Taught students) is:
 - a. the Chair or Deputy Chair;
 - b. one half of the internal membership of the Board. In instances where there are more than 20 internal examiners, the number of internal examiners required at the meeting will be approved at the start of the academic year (see 9a above);
 - c. Programme Director;
 - d. an External Examiner.
18. The quorum for the meeting of a Sub-Board held to determine the final award recommendations following Assessment Period 3 is:
 - a. the Chair or Deputy Chair;
 - b. a minimum of 30% of the internal membership of the Board. External Examiners should be invited to attend the meeting but the absence of an External Examiner will not render the meeting invalid.
19. At all other meetings of a Sub-Board, the quorum is:
 - a. the Chair or Deputy Chair;
 - b. one-third of the total internal membership. The absence of an External Examiner will not render the meeting invalid.
20. Decisions of a Sub-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.
21. Internal Examiners from the approved membership list are expected to be present at the Sub-Board meetings at which final results are to be determined. Any Internal Examiner unable to attend such a meeting through illness or other good cause will not render the meeting invalid, however, where possible should be available for consultation.
22. A Sub-Board shall meet as often as may be necessary to conduct its business.
23. A Module Assessment Sub-Board shall meet as frequently as necessary to consider the business of the Board and in addition there will be one annual meeting where all External Examiners must attend.
24. Module Assessment Sub-Board External Examiners will give a verbal report at each relevant Module Assessment Sub-Board that they attend, and a formal written annual report.
25. Sub-Board meetings which are not quorate will not be permitted to proceed.

Executive Committee of an Assessment Sub-Board/Module Assessment Sub- Board

26. A Sub-Board may establish an Executive Committee to consider any other urgent, unscheduled business and to determine any final award recommendations made outside the meetings of the Board following Assessment Periods 2 and 3¹.
27. The membership of an Executive Committee shall comprise of members from the relevant Sub-Board where results are being considered.
28. The quorum for an Executive Committee is three, to include the Chair or Deputy Chair. The Chair or Deputy Chair shall have the casting vote, where necessary.

Chair's Action

29. Chair's Action may be used for approving late marks, mark corrections and any resulting degree awards. Chair's action is not intended for the routine ratification of awards.

¹ Award and progression decisions will not be routinely ratified following Assessment Period 1.