

Principal tasks for Boards of Examiners and associated activity

The table below, which was originally agreed within the SAY Project in 23/24 and approved by Education Committee in June 2024, is intended to guide the work of Boards of Examiners which are held at a formal progression or award point, including those Boards which follow the reassessment period. It sets out the tasks and purposes of Boards as well as those tasks and activities which are intended to occur before and after Boards.

Pre-board activity	Exam board activity	Post-board activity
Training of academic and Professional Services staff involved in boards		Evaluation of board running (wash up meeting)
Complete marking, moderation, including external examiners. Markers and moderators routinely check overall outcome patterns and investigate (maybe refer) unexpected trends.		Review unit and programme stats and trends
Unit director confirms marks following completion of all stages	Receive marks handling report, including matters raised by external examiners	Consider external examiners' formal report
Exam incidents, scaling, unforeseeable impacts on teaching and assessment [force majeure]: recommendations made through a clear process [to be determined] re. impact on marks.	Discuss, ratify or potentially amend recommendations on handling of exam incidents, scaling, etc. In complex cases, where the recommendation is to alter marks, make the original marks available to the board	Review and address causes of exam incidents and scaling interventions
Process marks and associated data		Marks and outcomes processed
Produce exam board reports	Receive and confirm recommendations [<i>process to be determined</i>] for clear-cut [<i>definition to be determined</i>] degree, exit award and progression outcomes.	Outcomes communicated to students
Exceptional Circumstances Committees (ECCs) meet, record outcomes	Record decisions and the reasons for them.	Review Exceptional Circumstances and self-cert trends
ECCs decide and action late penalty removals	Late penalty removal decisions reported to board	
Integrity panels make recommendations to pass to the Board	Integrity panel recommendations considered by the board for decision.	Review academic integrity trends [in schools and programmes, but also as an AQSC process]
Board chair and professional services colleagues make preliminary checks, seek clarifications as required, agree recommendations to the board in complex cases	Receive, as necessary discuss, agree recommendations in non clear-cut cases.	Identify and implement academic and pastoral follow ups with individual students (e.g. Require to Withdraw decisions, Support to Study)
		Review the programme and units with external examiners
		Decide on prize recipients
		Appeals process