

Section 41 School Assessment Board meetings

41.1 Purpose

- 41.1.1 The School Assessment Board (SAB) is responsible for the oversight of assessment for all taught provision within the School including that assessment procedures are properly conducted, and standards assured.
- 41.1.2 The SAB has delegated authority from the University Assessment Board to undertake the final approval of progression outcomes and the classification of awards.

41.2 Scope

- 41.2.1 These procedures apply for all credit-bearing programmes delivered at York St John University. Franchise provision is considered through the appropriate York St John University School Assessment Board (SAB) for that programme. They also apply to the SABs held at collaborative partner institutions for validated provision.

41.3 Terms of Reference

- 41.3.1 The [Terms of Reference for the SAB](#) can be accessed on our assessment policy website.

41.4 Module Mark Review Meeting

- 41.4.1 Prior to the SAB a Module Mark Review meeting (MMR) is established at School / programme / subject level, with the scope of scrutiny (programme or subject) determined by the Associate Head/Dean.
- 41.4.2 MMRs are held to consider marks to be presented to the SAB. The outcomes of the MMR, including individual marks and decisions relating to students, are confidential apart from necessary recommendations to, and engagement with, the SAB. The process of the determination and return of marks is open, collaborative, and auditable.
- 41.4.3 To ensure accuracy of data inputting, mark lists for modules are provided to the Module Director/Tutor, prior to the MMR, for checking and any changes must be reported at the meeting.
- 41.4.4 The purpose of the MMR meeting is to review:
- The accuracy of the mark lists.
 - That moderation has taken place according to agreed university processes.
 - That appropriate samples have been provided to external examiners and accuracy of concurrence logs.
 - Any documentation required for the SAB, for example, Special Resolution forms.
- 41.4.5 Relevant representation from the Programme Administration and Support Services (PASS) team will arrange and attend these meetings to review the items listed in **section 41.4.4** above, alongside programme teams. Associate Heads/Deans may wish to continue the meeting to discuss issues relating to:
- Individual modules.
 - Individual students - including exceptional circumstances – to make recommendations to Special Cases Panel.
 - Statistical analysis of module performance bearing in mind any identified anomalous performance that may require a recommendation to the SAB of an independent review under university processes (refer to [section 42](#)) or the scaling of marks (refer to [section 43](#)).
- 41.4.6 Exceptional circumstances applications (that have not already been considered via the standard exceptional circumstances process) may be considered and recommendations made to the Special Cases Panel and advised to the SAB. The nature of individual student circumstances should not be discussed but any issues requiring adjudication, advice or special resolution may be identified and discussed, with recommendations made to the SAB.

- 41.4.7 An action log relating to the accuracy of mark list is produced by the Programme Administration and Support Service (PASS) team, approved by the MMR Chair and submitted to the Chair of the SAB for information.
- 41.4.8 Schools should seek advice from Registry on any issues, such as lack of external examiner concurrence or matters impacting an entire cohort's assessment. Any such issues would be reported to the Academic Registrar for review.

41.5 Pre-School Assessment Board (SAB Meeting)

- 41.5.1 Prior to each School Assessment Board (SAB) a meeting will be scheduled with the Chair of the SAB to support preparation for the SAB and brief them on any issues or concerns raised during the pre-assessment board processes.
- 41.5.2 Attendance at the pre-SAB Chair meeting will include:
- The Chair of the SAB.
 - Assessment Team Manager or delegated representative.
 - Programme Administration and Support Service (PASS).
 - Associate Heads/Deans (optional attendees).
- 41.5.3 The purpose of the Pre-SAB meeting is to discuss:
- The SAB Action Log with specific focus on how actions should be disseminated.
 - Any issues arising from the Module Mark Review (MMR) meetings.
 - Any expected Special Resolutions.
 - External examiner concurrence, the current position and any concerns.
- 41.5.4 The meeting will also be used to take the SAB Chair through an overview of the profiles, reviewing any key information such as withdrawals, restart offers and repeat study offers.

41.6 School Assessment Boards

- 41.6.1 All Schools establish a SAB. Appropriately constituted SABs are established by partner organisations in respect of awards delivered through a validation agreement.
- For larger Schools it may be practical to hold a separate Level 4 SAB (not Foundation Degrees), without external examiners, to focus attention on this critical year.
- 41.6.2 SABs meet as required during the year to fulfil their responsibilities. Some assessment business may be discussed at School Quality Panels (SQP) but, if this is the case, separate SAB agenda and minutes must be produced.
- 41.6.3 In exceptional circumstances, such as unavoidable absence, the Head/Dean of School may delegate the Chair to a senior colleague. The designated Deputy Chair should be agreed at the beginning of each academic year.
- 41.6.4 A senior member of the Registry team will be present at each SAB.
- 41.6.5 Where necessary some business may be conducted virtually or by Chair's Action (refer to [section 41.9](#)).
- 41.6.6 SABs are normally held at the end of each teaching block to consider module and programme achievement for all provision within the School. External examiners may attend both but are expected to attend the SAB where the majority of marks are processed.

External Examiners **must attend at least one SAB a year**. The Academic Quality team in Registry must be advised where an external examiner indicates they are unable to attend the SAB in any given year, and this should only be in exceptional circumstances.

- 41.6.7 External examiners are given time in the agenda for a brief verbal report on their consideration of the modules for which they are responsible, including confirmation of standards, concurrence of results, and appropriate engagement with assessment processes.
- 41.6.8 Arrangements are put in place for external examiners to meet, outside of the SAB, with programme teams for dialogue and feedback on the outcome of the programme specific external examining process.
- 41.6.9 Associate Heads/Deans submit a report prior to the SAB and are given time in the agenda for a brief verbal update based on their report on student performance for their respective areas, including areas of strength, causes for concern, or where action is required. When action is required, this will be recorded on the Action Log and noted at the SAB.

- 41.6.10 The outcomes of the SAB, including individual marks and decisions relating to students, are to be treated as confidential apart from necessary recommendations to, and engagement with, the Special Cases Panel. The process of the determination and return of marks must be open, collaborative, and auditable.
- 41.6.11 Confidential minutes and an Action Log are produced by Registry in conjunction with the Programme Administration and Support Service (PASS) team. These are finalised and approved by the Chair of the SAB as an official record and then distributed to board members.
- 41.6.12 Recommendations to the Special Cases Panel are made by the SAB.
- 41.6.13 The Chair of the SAB will submit a Chair's report to each University Assessment Board.

41.7 SAB Special Resolution process

- 41.7.1 The **SAB Special Resolutions process** provides an indicator that the University assessment processes are robustly and consistently applied. This covers material irregularities where an administrative or procedural error has a significant, negative impact on a student's performance or a situation in which the integrity of summative assessment has been compromised. It does not include disagreement with an academic judgement about the quality of student work submitted for assessment.
- 41.7.2 This process is implemented in circumstances including where:
- Anomalies in marks are identified through the summative assessment process.
 - The Module Mark Review processes have not been completed (marks therefore are not received at the SAB) and cannot be approved by the specified SAB.
 - There has been variation to the published assessment documents for the current cohort without prior approval.
 - Marks are scaled (refer to [section 43](#)).
- 41.7.3 Where marks are unable to be confirmed due to delays with mark entry, external examiner concurrence or other unforeseen circumstances that prevent results being presented at the SAB, the Assessment team in Registry must be notified as soon as possible. A 'SAB Special Resolution' form must be completed by the Head/Dean of School (or nominated representative) or SAB Chair and forwarded to the Assessment team in Registry prior to SAB where possible. The Assessment team in Registry will review the form and will then send it to the senior member of Registry for consideration. The Special Resolution is recorded in the SAB minutes and reported to the University Assessment Board. Where anomalous performance has occurred refer to [section 42](#).
- 41.7.4 Where marks are unable to be confirmed as external examiner concurrence has not been received due to external examiner unforeseen unavailability or circumstances, which may cause a significant delay in releasing marks, the Head/Dean of School (or nominated representative) or SAB Chair should contact the Head of Registry or Deputy Head of Registry and the Assessment team in Registry to discuss alternative arrangements as soon as they are aware of the issue. Remedies may include:
- Review by alternative external examiner.
 - In cases where the module has run in previous years, has previously been reviewed by an external examiner, and no previous issues were raised:
 - Review by the Head/Dean of School in lieu of the external examiner.
 - Review by another member of the programme team in a manner analogous to an external examiner, followed by review by the Head/Dean of School.

41.8 SAB Post-meeting actions

- 41.8.1 Following the SAB, the Assessment team in Registry changes the status of marks in the student records system (SITS) from provisional to agreed.
- 41.8.2 The Assessment team in Registry emails all students with a Progression Statement detailing results and, where applicable, emails an award letter. The Progression Statement confirms the progression or award outcome and, where applicable, outlines the process for reassessment for students eligible to resit.
- 41.8.3 The Programme Administration and Support Service (PASS) team arranges for the Moodle reassessment submission points to be available.

41.9 SAB Chair's action process

41.9.1 Between SAB meetings recommendations may be made through the SAB Chair's action process.

41.9.2 SAB Chair's Actions are separated into two categories for different actions:

Category A: Approval of post-SAB meeting module mark amendments.

Generally used to confirm:

- Corrections for a previous mark entry error.
- Individual student academic misconduct reassessment results.
- Results required following an individual student SCP or appeal outcome.
- Conditional progression results.
- Time sensitive module results for exchange students.
- Time sensitive individual student deferral or resit module results required for award.
- Individual student placement module failure.
- Staggered resits not recommended at SAB.
- Module results where external examiner concurrence has been received post-SAB.
- Module results that were not presented at SAB in error.

Category B: Approval of post-meeting progression and award decisions.

Generally used to confirm:

- Individual student time sensitive awards required for professional or employment purposes.
- Individual student time sensitive decisions required for visa purposes.
- Individual student decisions where SCP declined a case that leads to enforced withdrawal, award, restart or repeat.
- Individual student decisions where, due to a new or updated mark, the recommendation is for enforced withdrawal, award, restart or repeat.
- Individual student recommendations following a Support to Study Stage 4 meeting.
- Cohort progression outcomes where external examiner concurrence has been received post-SAB.
- Cohort progression outcomes where module results for a cohort were not presented at SAB due to an error.
- Recommendations to the University Assessment Board for aegrotat or posthumous awards.
- Approval for exit awards.
- Confirmation of progression through Gateway not presented at a Gateway Board.

41.9.3 The SAB Chair's Action form should be completed by the School and submitted to the Assessment team in Registry. The form is available on our [Assessment Staff Intranet page](#).

41.9.4 The SAB Chair, or nominated representative, is empowered to make progression and award decisions relating to individual students on the SAB's behalf as may be required between meetings. The Assessment Team in Registry will raise a Chair's Action with any recommendations requiring SAB approval.

41.9.5 Chair's action is not normally used to confirm a cohort's final module results that would determine the calculation of award classifications. These would normally be presented at a SAB.

41.9.6 Approval initiated and required by:

SAB Chair's Action	Chair's Action initiated by	Approver 1	Nominated representative	Approver 2	Nominated representative
Category A	PASS	Module Director / Lead	Another member of the module team	Associate Head / Dean	Programme / Course Lead
Category B	Assessment team in Registry	Head / Dean of School or SAB Chair	Deputy Head / Dean of School or another member of the Senior Academic Leadership team*	-	-

* If the Head/Dean of School or SAB Chair and the nominated representative are unavailable to confirm time sensitive decisions, approval will be sought from the Academic Registrar, Head of Registry or Deputy Head of Registry.

41.10 Exemptions for modules from external examiner concurrence requirement

41.10.1 External examiners are required to review the marks achieved by students in modules determining awards. There are some modules that are exempt from the external examiner concurrence requirement:

- Level 3 and Level 4 modules of an undergraduate Bachelor's degree programme (except for where the module is running for the first time). Concurrence would be required for Level 4 of a Foundation Degree or if the award is set entirely at either Level 4 or below.
- Professional skills-based modules where they are assessed externally through a professional quality assurance process.

41.10.2 Prior approval from QSC must be agreed for this to apply to the module.