

Section 47 University Assessment Board

47.1 Purpose

- 47.1.1 The University Assessment Board has delegated authority by the Academic Board, to ensure that assessment procedures and quality assurance processes are properly conducted and to review progression decisions and the classification of awards approved by School Assessment Boards alongside identifying themes and trends within the data provided to the discussive meeting.

47.2 Scope

- 47.2.1 On behalf of Academic Board, to be responsible for:
- The oversight of School Assessment Board decisions relating to progression decisions and the classification of awards.
 - Convening a sub-committee (Special Cases Panel) to consider recommendations from School Assessment Boards.
 - The application of exceptional circumstances to progress and award decisions for individual students based on recommendations from Special Cases Panel.
 - The oversight of the Research Degrees Committee decisions relating to research degree awards and enforced withdrawals pertaining to research students.
 - Convening a sub-committee (Prizes Committee) to award university prizes and to review the University prize strategy.
 - Awarding of university prizes.
 - Overseeing emerging themes and trends that are identified during the discussive meeting and reviewing progress of any associated action plans.

47.3 Regulatory External Examiner for the University Assessment Board

- 47.3.1 The Regulatory External Examiner appointed to the University Assessment Board is expected to attend both meetings of the Board. During the academic year the Regulatory External Examiner may be asked to provide approval and endorsement of decisions electronically. If deemed necessary, exceptional meetings (online) may be scheduled to discuss specific issues with the Regulatory External Examiner.

47.4 Guidance on the conduct of the University Assessment Board

- 47.4.1 The Board should ensure that:
- Rules for progress and award are applied consistently and equitably.
 - Appropriate consideration has been given to exceptional circumstances.
 - Discretion is exercised consistently.
 - Appropriate decisions are taken regarding progress and award.
 - All proceedings are kept in the strictest confidence.
- 47.4.2 In advance of the annual approval meeting:
- Marks and information regarding student progression and achievement will be collated by the Assessment team in Registry.
 - Information on exceptional circumstances will be assembled by School Assessment Boards in liaison with Registry and presented to the Special Cases Panel for recommendation.
 - Proposed resolution of unresolved issues will be identified by the Assessment team in Registry, supporting paperwork is provided by Schools.
 - Chairs of School Assessment Boards will be asked to submit a Chair's report to the Board.

- 47.4.3 At the annual approval meeting:
- a) Confidentiality: At the start of the meeting there should be a reminder that the proceedings are in strictest confidence.
 - b) Confirmation that the University's assessment procedures and quality assurance processes, including external examiner concurrence, have been properly conducted at all School Assessment Boards and at the Research Degrees Committee.
 - c) Consideration of results for modules across the University.
 - d) Endorsement of the outcomes and application of the University's assessment and progression regulations by the External Examiner.
 - e) Review of papers: The position of students in respect of satisfying the requirements for progression within their programme of study will be determined.
- 47.4.4 After the annual approval meeting:
- a) Minutes to be finalised by the Assessment team in Registry and agreed with the Chair of the meeting.
 - b) Action points from the minutes to be agreed with the Chair and highlighted in the minutes for those responsible for the action.
- 47.4.5 In advance of the annual discussive meeting:
- a) Data relating to outcomes, progression, awards, awarding gaps and casework will be collated by Registry and shared with attendees.
 - b) Additional invitees, as per the Terms of Reference, will be invited to the meeting.
 - c) Chairs of School Assessment Boards will be asked to submit a Chair's report to the Board.
- 47.4.6 At the annual discussive meeting:
- a) Data sets will be considered.
 - b) Principles of decision-making will be considered alongside the views of the External Examiner.
- 47.4.7 After the annual discussive meeting:
- a) Minutes to be finalised by the Assessment team in Registry and agreed with the Chair of the meeting.
 - b) Action points from the minutes to be agreed with the Chair and highlighted in the minutes for those responsible for the action.
 - c) Matters of policy will be referred to the Quality and Standards Committee.
- 47.4.8 Attendance is expected of all members of the Board and those designated as being in attendance. Unavoidable absence should be notified where possible in advance to the Chair of the Board and a substitute nominated. Colleagues need to ensure that the substitute is provided with all the necessary information in writing.
- 47.4.9 The Chair, Deputy Chair or their nominee are empowered to make progression and award decisions relating to individual students on the Board's behalf as may be required between meetings.
- 47.4.10 The Academic Registrar and Head of Registry have delegated responsibility to agree conversion marks and successful progression for students returning from study abroad.
- 47.4.11 **Quorum:** Chair or Deputy Chair, Executive Officer, and Academic Registrar (or nominated deputies to be agreed with the Chair in advance of the meeting).
- 47.4.12 **Reviews:** Throughout the academic year, after School Assessment Boards have taken place, the Board will consider the following electronically:
- Student profiles accompanied by commentary from the Academic Registrar, or their nominee.
 - Special resolutions, accompanied by a report from the School Assessment Board Chairs.
 - Special Cases Panels decisions, accompanied by a report from the Chair of the Panel.
 - Written confirmation from School Assessment Board Chairs that assessment procedures have been properly conducted.
 - Written confirmation from School Assessment Board Chairs that external examiner concurrence has been received.
 - Written confirmation from the Chair of Research Degrees Committee that procedures have been properly conducted.