

Section 50 School Assessment Board meetings

50.1 Scope

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

50.2 Terms of Reference

50.2.1 The [Terms of Reference for the SAB and SAP](#) can be accessed on our assessment policy webpage.

50.3 School Assessment Panels

50.3.1 A SAP is established at School/programme/subject level, with the scope of scrutiny (programme or subject) determined by the Chair of the SAB.

50.3.2 SAPs meet prior to the meeting of the SABs in order to consider and agree marks to be presented to the SAB. The outcomes of the SAP, including individual marks and decisions relating to particular 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.

50.3.3 To ensure accuracy of data inputting, mark lists for modules are provided to the Module Director/Tutor, prior to the SAP, for checking and any changes must be reported at the SAP.

50.3.4 The SAP confirms:

- a) The accuracy of the mark lists
- b) That moderation has taken place according to agreed university processes
- c) That appropriate samples have been provided to external examiners
- d) Resit opportunities and alternative forms of assessment as necessary

50.3.5 The SAP discusses any issues relating to:

- a) Individual modules
- b) Individual students - including exceptional circumstances in order to make recommendations to Special Cases Panel
- c) Missing marks
- d) 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 51](#)).

50.3.6 The SAP has, for information, details of:

- a) Approved variations of assessment as detailed in Learning Support Plans
- b) Approved Independent Learning Units

50.3.7 The Chair of the SAP, in consultation with colleagues, identifies any issues requiring advice or adjudication in advance of the meeting.

50.3.8 Exceptional circumstances applications (that have not already been considered via the standard exceptional circumstances process) are considered and recommendations made to the Special Cases Panel of the Progress and Award Examination Panel and advised to the SAB. The nature of individual student circumstances should not be discussed but recommendations may be made. Other issues requiring adjudication, advice or special resolution are identified and discussed, with the SAP making recommendations to the SAB.

- 50.3.9 An action log is produced by the Programme Administration and Support Service (PASS), approved by the Panel Chair and submitted to the Chair of the SAB for information.
- 50.3.10 The Assessment team in Registry checks the validity of any recommendation against the regulations before the SAB.

50.4 School Assessment Boards

- 50.4.1 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.
- 50.4.2 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.
- 50.4.3 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.
- 50.4.4 Where necessary some business may be conducted virtually or by Chair's Action (refer to [section 50.7](#)).
- 50.4.5 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 1 SAB a year**. 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.
- 50.4.6 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, signing off the marks, and appropriate engagement with assessment processes.
- 50.4.7 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.
- 50.4.8 The outcomes of the SAB, including individual marks and decisions relating to particular students, are to be treated as confidential apart from necessary recommendations to, and engagement with, the Progress and Award Examination Panel and/or Special Cases Panel. The process of the determination and return of marks must be open, collaborative and auditable.
- 50.4.9 Confidential minutes are produced by Registry in conjunction with the Programme Administration and Support Service (PASS). These are finalised and approved by the Chair of the SAB as an official record and then distributed to panel members.
- 50.4.10 Recommendations to either the Progress and Award Examination Panel and/or Special Cases Panel are made by the SAB.

50.5 SAB Special Resolution process

- 50.5.1 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.
- 50.5.2 This process is implemented in circumstances including where:
- Anomalies in marks are identified through the summative assessment process.
 - The SAP or SAB processes have not been completed (marks therefore are not received at the SAP or SAB) and cannot be approved by the specified Progress and Award Examination Panel.
 - There has been variation to the published assessment documents for the current cohort without prior approval.
 - Marks are scaled (see [section 52](#)).
- 50.5.3 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 of School (or nominated representative) or SAB Chair and forwarded to the Assessment team in

Registry immediately after the SAB. This is recorded in the SAB minutes and reported to the Progress and Award Examination Panel. Where anomalous performance has occurred refer to [section 51](#).

50.5.4 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 of School (or nominated representative) or SAB Chair should contact the Deputy Academic Registrar and the Assessment team 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 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 of School

50.6 SAB Post-meeting actions

50.6.1 Following the SAB, the Assessment team in Registry changes the status of marks in the student records system (SITS) from provisional to agreed.

50.6.2 Following the Progress and Award Examination Panel, the Assessment team emails all students with results and outlines the process for reassessment for those with module failures, and the process for reassessment.

50.6.3 The Programme Administration and Support Service (PASS) arranges for the Moodle reassessment submission points to be available.

50.7 SAB Chair's action process

50.7.1 Between SAB meetings recommendations can be made through the SAB Chair's action process.

50.7.2 The SAB Chair's Action form should be completed by the School. The form requires approval by the Module Director/Tutor or Course Lead, and either the SAB Chair or Head of School. The form is available on our [Assessment staff intranet page](#):

- If the SAB Chair or Head of School is unavailable, then the form may be signed by an Associate Head as an alternate.
- If the Module/Director or Course Lead are all unavailable, then the form may be signed by a member of the programme team as an alternate.
- For form requires 2 separate signatures.

50.7.3 Chair's action is generally used to confirm:

- Time sensitive awards required for professional purposes.
- Time sensitive awards required for visa purposes.
- To correct a previous mark entry error.
- Marks for a cohort once delayed external examiner concurrence is received.
- The result of an academic misconduct reassessment.
- Conditional progression results.

50.7.4 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.

50.8 Exemptions for modules from external examiner concurrence requirement

50.8.1 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 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.

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