

School Assessment Boards

2023-24

University committees are requested to ensure that, in undertaking the business of the meeting, decisions taken are consistent with and reflect and promote the [University's Equality, Diversity and Human Rights Policy](#).

Purpose

To be responsible for the oversight of assessment for all taught provision within the School including that assessment procedures are properly conducted, and standards assured.

Terms of reference

To advise on:

1. The Progress and Award Examination Panel - On the consideration of programme marks and matters relating to progression and final awards and subsequent recommendations relating to the programmes for which the Board has responsibility.
2. The Special Cases Panel - On the application of exceptional circumstances to progression and assessment decisions, taking account of admissible evidence.

On behalf of the Progress and Award Examination Panel, to be responsible for:

3. Formally noting the external examiner(s) concurrence of marks.
4. In exceptional circumstances, agreeing alternative arrangements for the absence of external examiner concurrence, to be approved by the Academic Registrar or their nominee.
5. Agreeing marks for each module and considering provisional profiles of student results and progression outcomes with each programme.
6. Reviewing statistical data on the outcome of assessments, taking action where appropriate including invoking an anomalous performance review.

To refer to:

7. Quality and Standards Committee - Any issues or actions relating to the assurance of standards and/or the quality of the learning experience.

Delegated responsibilities:

8. To the Chair, approval of post-meeting mark amendments.
9. The Board does not routinely delegate responsibilities but may conduct some business virtually.

Constitution

Core members

- Chair, Head of School - *Chair must not have chaired the preceding School Assessment Panel*
- Executive Officer, ex officio, Member of Registry
- Associate Heads in the relevant School
- Where applicable, a senior member of academic staff from within the School with responsibility for assessment, appointed by Head of School
- External examiner(s) for the relevant programmes
- Collaborative Partner Representative:
 - Franchised provision – attend SAB held at York St John University
 - Validated provision – attend SAB at partner institution

In attendance

- School Administrator(s), other members of academic and administrative staff as necessary for the business of the meeting.

Procedural rules

Quorum

Quorum will be half the membership (excluding external examiners) plus one.

External examiners do not need to attend every meeting and should be involved appropriately.

All members are required to attend – unavoidable absence should be notified as soon as possible to the Chair of the Board and a substitute nominated.