

School Assessment Boards

2024-25

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. The School Assessment Boards (SABs) have delegated authority from the University Assessment Board to undertake the final approval of progression outcomes and the classification of awards.

To be responsible for:

1. Formally noting the external examiner(s) concurrence of marks.
2. In exceptional circumstances, agreeing alternative arrangements for the absence of external examiner concurrence, to be approved by the Academic Registrar or their nominee.
3. Agreeing results for each module presented.
4. Reviewing statistical data on the outcome of assessments, acting where appropriate including invoking an anomalous performance review.
5. When necessary, submitting a SAB Special Resolution form to Registry, seeking advice where appropriate.
6. Receiving reports from Associate Heads for their respective areas, detailing areas of strength, causes for concern, or where action is required.
7. Submitting a Chair's annual report to the University Assessment Board.

On behalf of the University Assessment Board, to be responsible for:

8. The approval of awards and classifications having considered student result profiles.
9. The approval of progression decisions having considered student result profiles.

To refer to:

10. Quality and Standards Committee - Any issues or actions relating to the assurance of standards and/or the quality of the learning experience.
11. Senior member of Registry – Any module results that are recommended for scaling marks.

Delegated responsibilities:

12. To the Module Director/Lead, Associate Head/Dean and Programme/Course Lead, or nominated representatives, approval of post-meeting mark amendments.
13. To the SAB Chair, or nominated representative, approval of post-meeting progression and award decisions.
14. The Board does not routinely delegate other responsibilities but may conduct some business virtually.

Constitution

Core members

- Chair, Head/Dean of School - *Chair must not have chaired the preceding School Assessment Panel*
- Senior member of Registry
- Executive Officer, ex officio, Member of Registry
- Associate Heads/Deans in the relevant School
- Where applicable, a senior member of academic staff from within the School with responsibility for assessment, appointed by Head/Dean 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.

Frequency

SABs are normally held at the end of each teaching block to consider module and programme achievement for all provision within the School.

Procedural rules

External examiners

External examiners are expected to attend a minimum of one Board meeting per year either in person or online. External examiners who are not in attendance are required to provide written concurrence for module samples ahead of the SAB meeting.

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 the results and appropriate engagement with assessment processes.

Guidance on the conduct of the School Assessment Board

1. The Board should ensure that:

- Rules for progress and award are applied equitably.
- Appropriate consideration has been given to exceptional circumstances.
- Appropriate decisions are taken regarding progress and award, and in respect of degree classifications.

2. In advance of the meeting:

- Student profiles will be produced by Registry so that decisions regarding progression, award and classifications can be made.
- Information on exceptional circumstances will be assembled by School Assessment Boards and presented to the Special Cases Panel for recommendation.
- Proposed resolution of unresolved issues will be identified.

3. At the meeting:

- Confidentiality: at the start of the meeting there should be a reminder that the proceedings are in strictest confidence.
- Approval of results for modules.
- Confirm that external examiner concurrence has been received.
- Review of papers: the position of students in respect of satisfying the requirements for progression and award within their programme of study will be agreed.

4. After the meeting:

- Minutes to be finalised by the Programme Administration and Support Service (PASS) team and Registry and agreed with the Chair of the meeting.
- Action points from the minutes to be agreed with the Chair and highlighted in the SAB Minutes Action Log for those responsible for the action.
- The Chair will submit a Chair's report to the University Assessment Board.

Quorum

Quorum will be the Chair, a Senior member of Registry, the Executive Officer (member of Registry) and the Associate Head/Dean, or their nominee, for each subject area being presented at the SAB meeting.

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

Franchise partner institutions: If franchise partner results are considered at a York St John SAB a representative from the partner institution, or their nominee, should attend. Franchise partner attendance is not included in the quoracy. The expectation is that a representative from a franchise partner should attend every SAB where their marks are presented and should attend a minimum of one meeting a year.

Validated partner institutions: Quorum will be the Chair, the Collaborative Partner Representative (or their nominee), the Executive Officer (member of Registry) and the Associate Head/Dean or partner equivalent, or their nominee, for each subject area being presented at the SAB meeting.

Unavoidable absence should be notified as soon as possible to the Chair of the Board and a substitute nominated.