

## **Board of Examiners Terms of Reference**

The Board of Examiners has delegated power from the Academic Board to determine progression of students and award of students.

Membership and Terms of Reference for the Board of Examiners, and its Subsidiary Board of Examiners (acting as Assessment Committee) must be agreed by Academic Board on an annual basis at the start of the academic year and the membership confirmations forwarded to the Open University at agreed points (including the start of the academic year).

### **Membership**

- Chair (Appropriately trained senior member of Calderdale College staff not involved in curriculum delivery or assessment)
- Secretary/Examinations Assistant (name tbc)
- All Course/Module leaders (names tbc)
- External Examiners(s) (names tbc)
- Open University Representative (name tbc)

No students may be nominated to, or take part in, any Board of Examiner proceedings.

A member of the Board of Examiners must declare any personal interest, involvement or relationship with an assessed student.

### **Terms of Reference**

- To assess students in accordance with the Open University (and if applicable any professional, statutory or regulatory body) regulations for the validated programme of study, receive recommendations from the Assessment Committee and recommend conferment of Open University awards upon students who the Board judges to have: *'fulfilled the objectives of the approved programme of study and achieved the standard required for the award'* (Open University Framework for Validated Awards).
- To receive assessment marks and any adjustments to assessment from the Assessment Committee.
- To receive arrangements for reassessment from the Assessment Committee which the Board of Examiners can choose to uphold once it has made failure decisions and determined retrieval rights.
- To confirm that the appropriate quality assurance mechanisms underpin assessment practices and the qualification processes.
- To confirm there is confidence that the student cohorts have met threshold academic standards for eligibility of the award.
- To confirm membership of the Board of Examiners and the Subsidiary Board of Examiners/Assessment Committee at the start of the academic year (October).
- To uphold the confidentiality of the proceedings and ensure all confidential papers are received by the Secretary at the close of the Board.

- To have overall responsibility for assessment which contributes to the recommendation of award, including confirming the arrangements for the approval and moderation of initial and resit assessment tasks in line with recommendations (where applicable) from the Assessment Committee.
- To devolve oversight of mitigating circumstances and academic misconduct to the appropriate individual/s.

*The Chair must:*

- Ensure that the Assessment Committee is quorate (including External Examiner representation) to enable the Board of Examiners to fulfil its Terms of Reference.
- Ensure that all External Examiners have been notified that they have a right to attend the meeting and make their recommendations to the Board of Examiners (F4.6.2).
- Ensure that awards are conferred in line with the Open University's conditions of conferment (G1.6), in line with the FHEQ, and that requirements for appropriate classification are met in full (G1.4).
- Ensure that appropriate information is available to the Board of Examiners to ensure that it can exercise impartial judgement i.e. student results, minutes from the Assessment Committee, decisions from the Mitigating Circumstances Panel and any exceptional circumstances arising.
- Check minutes to ensure that recorded student decisions are a true and accurate record of the Board of Examiners meeting.

*The Secretary/Examinations Assistant must:*

- Ensure that the agenda, and a reminder of confidentiality, is circulated seven days before the Assessment Committee
- At the Board of Examiners provide copies of:
  - Minutes of the previous Board of Examiners
  - Minutes of the Assessment Committee
  - Reports from the Mitigating Circumstances Panel
  - Report from any academic misconduct hearings
  - Mark sheets
  - Relevant trend data
  - One copy of the award handbook
  - One copy of the award regulations (approved by The Open University)
  - One copy of the Academic Misconduct Procedure,
  - One copy of the Mitigating Circumstances policy

*The Open University representative will:*

Observe the conduct of the Board and provide guidance on the application of relevant policies. The representative will also prepare a checklist that will detail whether issues from previous meetings, such as those raised by external examiners are addressed, that assessments are moderated internally and externally in accordance with approved regulations, and that reasonable adjustments (where applicable) have been approved and applied.

In line with Section F5.2 (Terms of Reference), the representative will also determine whether *'progression decisions and award recommendations have been reached in accordance with the University's requirements and normal practice in UK Higher Education. Specifically that:*

- e. The External Examiners have reviewed a sample of work selected according to the Handbook for Validated Award requirements and any consequent adjustments to marking scales or marks of complete cohorts have been entered in the schedules to be considered (see also QAA Quality Code and Handbook for Validated Awards, Section F2).*
- f. Classification bands were properly observed.*
- g. Students on borderlines were given appropriate consideration.*
- h. Arrangements have been made for who will deal with academic appeals.*
- i. The application of compensation procedures was consistent with agreed regulations.*
- j. Any pleas of mitigation entered by the due date have been considered in a fair and equitable manner and in accordance with approved regulations.*
- k. Consequences of academic misconduct and other breaches of assessment regulations are discussed and dealt with appropriately and fairly, applying the approved regulations.*
- l. Entitlements and arrangements for re-assessment have been confirmed.*
- m. The meeting was competent (and quorate) to conduct the business and was conducted in accordance with its terms of reference (see also UK Quality Code chapter B6 indicator 4 which has advice on membership and attendance).*
- n. Mark sheets were available for each level within each award and the sheets were easy to read and understand; and additional data was provided to aid decision making where appropriate.*
- o. An appropriate officer made a record of the board of examiners' decisions.*
- p. Everyone present was familiar with and understood the regulations for the programme/award, any general institutional regulations impacting on the programme and the criteria for progression or award.*
- q. External Examiners were present and made an oral report to the board.*
- r. Approved procedures for dealing with students with impairments, such as dyslexia and other disabilities, had been applied.*
- s. Consequences of academic misconduct and other breaches of assessment regulations were discussed and dealt with appropriately and fairly, applying the appropriate regulations.*
- t. Progression decisions were confirmed by the Board and awards signed-off by the external examiners.*
- u. If the meeting did not to consider all students registered for the award, clarification was provided on what arrangements were in place to deal with progress and or reassessment of the remaining students.*
- v. Arrangements were in place for the publication of assessment results and the provision of follow-up support for failing students.*
- w. The confidentiality of marks was secured (by collection of the mark sheets).'*

(The Open University Framework for Validated Awards pg 141-143).