

Subsidiary Board of Examiners/Assessment Committee Terms of Reference

The Subsidiary Board of Examiners acting as the Assessment Committee has designated responsibility for modules, and makes recommendations on module pass/failure to the Board of Examiners (F4.6 – F4.7; pg 139).

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 Assessment Committee proceedings.

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

Responsibilities

- To be responsible for assessment that contributes to award recommendation. This includes a confirmation of arrangements for the approval and moderation of initial and resit assessment tasks, and of making recommendations to the Board of Examiners.
- To approve adjustments to assessment whilst ensuring reasonable adjustments do not impair programme standards.
- The Assessment Committee may also recommend arrangements for reassessment, which must be confirmed by the Board of Examiners once it has made failure decisions and determined retrieval rights.

The Chair must:

- Ensure that the Assessment Committee is quorate (including External Examiner representation) to enable the Assessment Committee 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 appropriate information is available to the Assessment Committee so that it can exercise impartial judgement i.e. student results, decisions from the Mitigating Circumstances Panel and any exceptional circumstances arising.
- Ensure that ultimate decisions on award or progression remain with the Board of Examiners, not the Assessment Committee.
- Check minutes to ensure that the recorded student decisions are a true and accurate record of the Assessment Committee meeting and ensure that these are received formally by the Board of Examiners.

The Secretary/Examinations Assistant must:

- Ensure that the agenda, and a reminder of confidentiality, is circulated seven days before the Assessment Committee
- At the Assessment Committee provide copies of:
 - Minutes of the previous 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