Regulation 7

Assessment Regulations

2024-2025

Updates for 2024-25

a. Extenuating circumstances: Amended section to align with the Consideration of Personal Circumstances policy.

b. Formatting and pagination changes only. Corrected header dates May 2025.

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1. General provisions & definitions employed in this Regulation

1.1. The arrangements detailed in this Regulation govern all assessments relating to programmes of study leading to undergraduate and postgraduate awards, together with all qualifying module assessments and, where relevant, research awards.

1.2. Exceptionally and with the explicit approval of the relevant Faculty Board and the Senate, the arrangements of a particular Faculty in relation to assessment relating to programmes of study leading to undergraduate and postgraduate awards, together with all qualifying module assessments, may contain provisions which amend and supersede parts of these Regulations.

1.3. **Double Consideration** has been defined by Senate as 'a process to confirm the quality of marking, which involves a second member of academic staff using their professional judgement to confirm the validity and equity of the marks, taking into account the marks and comments of the first marker'.

1.4. In this Regulation, the term **examination** is defined as an invigilated assessment which:

1.4.1. Has a formal, timed, question paper
1.4.2. Is normally answered in writing
1.4.3. Is answered individually by each candidate
1.4.4. Is held on a specific day
1.4.5. Is held at a specified time and place.

1.5. In this Regulation, the term **module** describes an identifiable unit of learning within the curriculum which is separately assessed and for which a discrete assessment mark is returned.

1.6. In this Regulation, the term **Faculty** shall be taken to include any academic Unit which may similarly be responsible for the administration of a particular module or programme of study.

1.7. This Regulation shall be read and understood in conjunction with the following:

1.7.1. Regulation Governing Undergraduate Awards.

1.7.2. Regulation Governing Postgraduate Taught Awards.

2. Assessment of modules

2.1. Except with the special permission of the Senate, on the recommendation of the Faculty Board, students shall be required to undertake the assessment for the programme of study as prescribed in the relevant Programme Specification.

2.2. Special examination arrangements may be implemented for individual students on the recommendation of the Disabilities Office. Such arrangements will be based on detailed recommendations from professionals.

2.3. The assessment and moderation of a module shall be the responsibility of the Faculty providing that module and shall be subject to approval by the External Examiner(s) for the module.

2.4. The marks which are available for each aspect of an assessment shall be made clear. For examinations, the question paper shall indicate the marks which are available for each question.

2.5. For each assessment the full range of marks from 0% to 100% shall be available for use by the Examiner(s).

2.6. The marking of all assessments at all Levels shall be subject to an accuracy check, including checking that all answers attempted have been marked and that marks have been calculated and transcribed onto mark-sheets correctly. This accuracy check need not be carried out by members of academic staff, but could, for example, be done by members of clerical or administrative staff.

2.7. A minimum 10% sample of scripts or 10 scripts, whichever is the larger, for individual assessments for modules at Levels 4, 5, 6, and 7 should be subject to double consideration as defined in Section 1.3 below, with all modules being subject to this process within a two year cycle, and at least 50% of modules being subject to Double Consideration in any one academic year.

2.8. The sample to be used in Double Consideration shall be approved by the relevant Faculty Board. Faculties shall record annually the basis used to determine the sampling, that the sampling has been carried out, and by whom.

2.9. MCQ assessments and computer-aided assessment for which assessment is undertaken by technological means for all modules at all Levels shall be subject only to the accuracy check outlined above and not to Double Consideration as defined in this Regulation.

2.10. In relation to clinical and practical assessments (including presentations), two assessors need only be present where the outcome of the particular assessment forms the majority of the assessment for the module concerned.

2.11. Assessment by Dissertation or Project in all modules with a rating of 30 credits or more should be on the basis of full double marking of all pieces of work. This can be done on either an unseen basis (i.e. blind) or against the comments of the first marker.

2.12. The policy in relation to second (or third) markers changing individual marks, having reviewed only a sample of assessments for the module concerned, is consistent with that used in relation to external examiners: that is, rather than changing individual marks, the second (or third) marker should discuss such cases with the first marker, with a view to arriving at an agreed compromise.

2.13. Faculties are required to define a clear and fair process to resolve disagreements between first and second markers. This might be achieved, for example, by asking a third internal marker to arbitrate.

2.14. Those responsible for this double consideration and the External Examiner(s) for the module shall have available to them the syllabus and the criteria for the assessment(s) for the module.

2.15. Where, in any form of assessment, the handwriting of a particular student has been deemed to be illegible by the Internal Examiner(s) considering the work of the student, the matter shall in the first instance be referred to the Dean of the Faculty responsible for the module to which the assessment relates.

2.16. If the Dean of the Faculty (or, where the Dean of the Faculty is the Internal Examiner, another senior member of academic staff of that Faculty), having seen the student's work, confirms the view of the Internal Examiner(s) that it is illegible, a mark of 0% shall be recorded and this fact shall be reported to the relevant Board of Examiners.

2.17. Where a student has answered more questions in a formal examination than is specified on the question paper either for the question paper as a whole or for a given section or other division within it where these are used, all answers must be marked and the relevant number of answers to which the highest marks are given must be used to determine the overall mark for the examination as a whole or for the sections or other divisions within it.

2.18. Individual module marks are shown to one decimal place and are automatically rounded to the nearest whole number. Thus marks of .5 and above will be rounded up and marks below .5 will be rounded down. Rounding will not apply to individual component marks within a module but to the composite mark for the module as a whole. Rounding to the nearest whole number will not apply to stage averages or the calculation of the degree classification.

3. Extenuating circumstances

3.1. Students who are unable to attend and/or submit required assessments due to genuine challenges beyond their control may submit a claim of extenuating circumstances via the Consideration of Personal Circumstances Policy.

3.2. Outcomes of extenuating circumstances claims under this Policy, be they accepted or not accepted, shall be recommended to the relevant Assessment Committee and/or Board of Examiners to inform progression, award or reassessment decisions.

3.3. Students who do not attend/submit required assessments and do not submit a claim for extenuation under the Consideration of Personal Circumstances Policy shall be given a mark of 0%.

4. Conduct and invigilation of examinations

4.1. Examinations shall be conducted by examination invigilators in accordance with the Examination Procedures issued by the Examinations Office.

4.2. Candidates must obey the instructions of an invigilator.

4.3. Candidates who arrive at an examination after the formal start will not be permitted to sit the examination.

4.4. All candidates are expected to bring their University of Bradford Student ID Card, or an alternative form of identification to the examinations as proof of identity. Impersonation of candidates is prohibited and candidates must not allow themselves to be impersonated.

4.5. Candidates must not take into an examination room any unauthorised materials, books, manuscripts, revision notes for the examination in question and/or any other examination that candidate(s) may be undertaking, mobile or electronic devices, any other

unauthorised materials as set out in the Examination Procedures or any other means whereby they may improperly obtain assistance in their work, or any bag, case or receptacle, in which such unauthorised articles can be carried.

4.6. Candidates must not use any means whatever to obtain, directly or indirectly, assistance in an examination or give or attempt to give, directly or indirectly, such assistance to any other student.

4.7. A piece of assessment undertaken in an examination room under supervision must be written by the student and in the student's own words, except for quotations from published and unpublished sources which shall be clearly indicated and acknowledged as such.

4.8. Candidates who have been reported to the University by an invigilator for alleged breach of these regulations or any other malpractice will be dealt with through the University's normal procedures to be followed in the event of a suspected breach of assessment regulations.

4.9. Wherever possible, examinations will be taken by Candidates in recognised examination rooms and every effort will be made to avoid the necessity of making special examination arrangements elsewhere. Arrangements for examinations to be undertaken by Candidates in locations other than recognised examination rooms, including examinations held off-campus, will be undertaken in accordance with the Examination Procedures.

5. Presentation of work for formal assessment

5.1. A dissertation, thesis, essay, project or any other work which is not undertaken in an examination room under supervision but which is submitted by a student for formal assessment must be written by the student and in the student’s own words, except for quotations from published and unpublished sources which shall be clearly indicated and acknowledged as such.

5.2. The source, published or unpublished, of any photograph, map or other illustration or any material not resulting from the student’s own experimentation, observation or specimen collecting shall also be so indicated and acknowledged.

5.3. Except as set out in Sections 5.6 and 5.7 below, any results quoted in the work as arising from the student’s own experimentation, observation or specimen collecting shall be the outcome of the student’s own work.

5.4. It is the responsibility of each student to ensure the security of their own work. The discussion of ideas is to be encouraged; however, except in those circumstances set out in Sections 5.6 and 5.7 below, students must not copy work from another student, nor should they allow any other student to copy their own work.

5.5. Students may not submit the same piece of work for formal assessment for more than one component of assessment in the programme of study or research. Likewise, students may not submit for formal assessment on a programme of study or research at the University of Bradford, a piece of work which has previously been submitted for formal assessment at another institution or any other approved degree-awarding body.

5.6. When work is submitted which has been undertaken in co-operation with others, each student's personal contribution shall be certified by a joint statement as to the share which each student has personally taken in the work.

5.7. Where the work has been undertaken in conjunction with a supervisor, the extent of the student's personal contribution to the work must be certified by the supervisor and the student.

5.8. Where a student has undertaken part or all of the programme of study or research away from the University, the student's additional supervisor or a responsible person within the establishment concerned must certify that the work presented is the student's own account of his/her performance or research at that establishment.

5.9. Except as set out in Section 5.10 below, students may be permitted to incorporate their own published work in work submitted for assessment, under the Ordinances and Regulations for the award concerned, on condition that the fact is recorded in the piece of work, together with the title, place and date of publication.

5.10. A student shall not be permitted to incorporate material which has been submitted in support of a successful application for an award of the University, any other university or any other approved degree-awarding body, except for the purpose of drawing attention, for reference purposes only, to such material, including calculations or the results of experimental work. Where such material is incorporated, the fact shall be recorded, together with the title of the work, the date and title of the award and the name of the university or other degree-awarding body.

5.11. Students must submit work for formal assessment by the due date laid down by the Faculty responsible for the assessment concerned or as laid down in Ordinances and Regulations.

5.12. Where an Internal Examiner suspects that a breach of these Regulations has occurred, this shall be the subject of investigation in accordance with the Regulations on the Procedures to be followed in the event of a suspected breach of assessment regulations.

Addendum: *force majeure* events

The University reserves the right to at any time approve changes to the Regulations and/or Terms of Reference governing the operation of University Assessment Committees and Boards of Examiners in response to circumstances not within its reasonable control but which may affect its ability to perform its obligations.

Regulation 7 Appendix 1

Terms of Reference Governing the Operation of University Assessment Committees and Boards of Examiners

2024-2025

Updates for 2024-25

a. Streamlined reporting to Senate and LTQE.

b. Clarified role of supplementary assessment committees.

c. Role title updates and minor amends.

1. Introduction and principles

1.1. The following outlines the constitution and terms of reference for the University's Assessment Committees and Boards of Examiners convened to execute the Academic Regulations.

1.2. Assessment Committees and Boards of Examiners are responsible, under the delegated authority of Senate, for the operation of the decision-making process relating to marks/grades, progression, and awards.

1.3. Each Assessment Committee and Board of Examiners convened under these Terms of Reference will make judgments on student performance within its respective terms of reference set out below. It will minute the basis on which decisions are made and record these in the Student Information System (SITS) using the approved codes.

2. System of assessment committees and boards of examiners

2.1. The University operates a two-tier system, conducted sequentially through Assessment Committees and Board of Examiners, to determine the outcome of student assessment. The functions and powers of each tier is defined in the respective terms of reference below.

3. Scheduling of assessment committees, boards of examiners

3.1. Assessment Committees and Boards of Examiners will be scheduled in such a way as to best facilitate student progression and completion.

3.2. The scheduling of Assessment Committees will be determined locally by the relevant Faculty in consultation with Programme Administration and Learning, Teaching and Quality Enhancement.

3.3. The scheduling of Boards of Examiners will be determined centrally by Programme Administration in consultation with the relevant Faculty and Learning, Teaching and Quality Enhancement.

3.4. Where appropriate/necessary, Assessment Committees and Boards of Examiners may be scheduled to run consecutively as a single event, but each meeting must be held independently in accordance with its constitution and terms of reference.

4. Terms of reference for assessment committees

4.1. ESTABLISHMENT, PURPOSE, AND SCOPE OF AN ASSESSMENT COMMITTEE:

4.1.1. Faculties shall establish an Assessment Committee for each of its modules in accordance with the provisions set out in Section 3. Every module delivered by the respective Faculty must be included within the scope of one such Assessment Committee.

4.1.2. The Assessment Committee is responsible for considering student performance on individual modules comprising a programme of study and ratifying the assessment results for those modules in accordance with the appropriate Academic Regulations. The Assessment Committee will forward these results to the relevant Board(s) of Examiners.

4.1.3. An Assessment Committee may not alter any academic regulation.

4.1.4. In ratifying results, the Assessment Committee will pay due regard to the maintenance of academic standards and the fairness and consistency of the assessment process.

4.1.5. An Assessment Committee may delegate the tasks defined within its terms of reference to the Chair. Any such delegation must have clear justification and be recorded in the minutes. Any actions taken under delegated authority (Chair's Action on behalf of the Committee) shall be reported at its next meeting (refer, Section 4.6).

4.2. MEMBERSHIP AND OPERATION OF AN ASSESSMENT COMMITTEE:

4.2.1. **An Assessment Committee convened under these Terms of Reference will as a minimum normally have the following membership:**

- The Chair shall normally be the Faculty Associate Dean (Learning and Teaching) or their nominee. Nominees shall normally be another senior member of the Faculty who is independent of the programme and/or subject area(s) under consideration and who has undertaken the required training.
- The Programme Leader responsible for the programme(s) to which the modules being considered contribute.
- The External Examiner(s) associated with the modules under consideration (refer, Section 4.8).

- The appropriate Academic Quality Business Partner (LTSE).
- The Secretary to the Assessment Committee (Programme Administration).

4.2.2. **At the discretion of the Chair, the following may be asked to attend an Assessment Committee if it is deemed their presence is necessary for effective decision-making:**

- The Module Leader, or nominee, of each module being considered.
- A Programme Leader of an associated programme or pathway.
- Any other members of academic staff and those others who have been approved by the Faculty Board as Internal Examiners for the modules to be considered by the Assessment Committee.

4.2.3. **The following have the right to attend an Assessment Committee as non-voting Observers:**

- Chair of Senate, or nominee.
- Independent observer nominated by the Head of Academic Quality and Portfolio Management.
- Any person(s) invited at the discretion of the Chair whose presence, in the opinion of the Chair, is necessary for effective decision-making and who could assist in the deliberations of the Assessment Committee in an advisory capacity.

4.2.4. There will be no formal numerical quorum established for meetings of an Assessment Committee. Quoracy shall be determined by the Chair. Quorum will not be established without the presence of the Chair.

4.2.5. If an External Examiner is not able to attend the meeting of the Assessment Committee, they must be notified of the outcomes “after the fact” and be invited to endorse the decision/results. All decisions taken by the Assessment Committee remain provisional until confirmed/endorsed by the appropriate External Examiner(s), subject to the following scenarios:

- If it not possible to secure endorsement from an External Examiner in time to pass the results to the relevant Board(s) of Examiners, the Chair shall ratify the decisions and notify the External Examiner(s) accordingly.

- No specific approval needs to be sought if an External Examiner is not able to attend a meeting of an Assessment Committee. However, where no External Examiner is in attendance, the Head of Academic Quality must be notified in advance of the commencement of the meeting.

4.2.6. All voting members of the Assessment Committee under Sections 4.2.1 and 4.2.2 above shall have equal standing and shall enjoy equal voting rights.

- Should there be a difference of opinion between the Internal Examiners and the External Examiner(s) relating to the confirmation of individual module marks or other decisions of the Assessment Committee that cannot be satisfactorily resolved by the close of the meeting, the issue shall be resolved by the Chair under delegated authority (refer, Section 4.6).

- The Internal and External Examiner(s) will present their views to the Chair and these, along with the decision of the Chair, will be recorded in minutes of the Assessment Committee. The decision of the Chair will be final.

4.3. FUNCTIONS OF ASSESSMENT COMMITTEES:

4.3.1. To receive the minutes of the previous meeting of the Committee, consider any matters arising, and note any business undertaken by Chair's action.

4.3.2. To ensure all decisions made about the outcomes of assessment, student performance, and the confirmation of marks are taken with due regard for the principles of equity, impartiality, and consistency.

4.3.3. To ensure all decisions made by the Committee are taken in accordance with the appropriate Academic Regulations, including, where necessary, any approved variance to or exemption from those Regulations.

4.3.4. To determine and ratify the marks for the assessment of individual students registered on modules considered by the Committee, taking into account any Extenuating Circumstances which have been approved or are otherwise pending approval (refer, Section 4.4).

4.3.5. To determine and authorise the Supplementary Assessment arrangements in respect of students who have not satisfied the criteria to pass a module under consideration and notify the relevant Board of Examiners of such arrangements and/or the outcomes of those arrangements. Assessment Committees that are scheduled to take place prior to Supplementary Board of Examiners will determine and ratify marks as outlined in 4.3.4 above.

4.3.6. To implement the penalty reached in the event of it being established that a student has breached the Regulations Relating to Academic Misconduct.

4.3.7. To act in accordance with the outcome of any appeals, made through the University's Academic Appeal Procedures, which have been upheld.

4.3.8. To monitor student performance in relation to module marks and statistical data and confirm that the standards achieved in the modules under consideration are being maintained and are consistent with comparable standards in the sector.

4.3.9. To meet any additional expectations required by Professional, Statutory and Regulatory Bodies (PSRBs) or other such external bodies.

4.3.10. To agree what actions shall be delegated to the Chair (refer, Section 4.6).

4.4. AUTHORITY OF AN ASSESSMENT COMMITTEE TO DETERMINE AND RATIFY MARKS:

4.4.1. An Assessment Committee has the authority to change the marks/grades of individual students. Any such changes must be undertaken in light of appropriate academic factors to ensure the fairness and integrity of the assessment process.

- In considering whether it is appropriate to exercise this provision, Assessment Committees must consider the implications of any decision in reference to the cohort as a whole and have secured the agreement of the External Examiner(s).
- Where the Committee has agreed to change marks/grades, the Chair will be responsible for notifying any other Faculties whose students have studied those modules. Such notification must be made prior to meeting of the Board(s) of Examiners considering the performance of those students.

4.4.2. An Assessment Committee has the authority to scale the marks for specific assessments or module(s). The scaling of marks should only be done in exceptional circumstances.

- Any such changes must be undertaken in reference to the cohort as a whole, in relation to appropriate and verified data, and with due regard for the equity of the assessment process. The External Examiner(s) should be consulted and their agreement secured with respect any such scaling of marks.
- Where the Committee has agreed to scale marks, the Chair will be responsible for notifying any other Faculties whose students have studied those modules. Such notification must be made prior to meeting of the Board(s) of Examiners considering the performance of those students.

4.4.3. An Assessment committee is not permitted to adjust marks/grades by systematic normalisation (for example, in reference to marks of a previous cohort or to match any particular distribution of marks).

4.5. CONDUCT OF MEETINGS OF ASSESSMENT COMMITTEES:

4.5.1. Decisions about student performance on each module will be taken on the basis of the evidence before it from the outcomes of assessments only, without reference any other evidence submitted by the student or members of the Assessment Committee.

4.5.2. When making decisions about individual student performance, the Assessment Committee will normally only discuss those students who have failed to satisfy the requirements of the assessments.

4.5.3. The proceedings of an Assessment Committee shall be confidential to its members, the relevant Faculty Board, and the Senate.

4.5.4. Minutes shall be taken at each meeting of an Assessment Committee.

4.5.5. The Minutes of an Assessment Committee shall remain within the purview of the Committee but shall, in appropriate circumstances, be made available to other University Committees and Officers, the Pro-Vice Chancellor (Learning, Teaching and Student Experience), the Academic Registrar, and the Appeals and Complaints Officer.

4.5.6. Under no circumstances may decisions/results be communicated to students until they have been formally ratified by the Committee and by means other than the formal process agreed by the University.

4.5.7. The Faculty shall, within ten working days of the decision of an Assessment Committee issue to all students individually, in confidence and in writing, the decision of the Committee concerning their own overall performance, including any requirements to undertake Supplementary Assessment along with details of the assessment task(s).

4.6. **DELEGATED AUTHORITY (CHAIR'S ACTION):**

An Assessment Committee may delegate its responsibilities to the respective Chair in relation to recommendations concerning an individual student, or groups of students. Such delegated authority should normally only be exercised in exceptional cases, for example:

4.6.1. To correct errors in and/or rectify omissions to the assessment marks and/or module results presented to an Assessment Committee.

4.6.2. To fulfil an explicit and minuted Committee decision, following completion of an action in respect an individual student or group of students.

4.6.3. To consider module results for a very small number of students where it is not practical to (re)convene an Assessment Committee.

4.6.4. To ratify decisions in the absence of securing the timely endorsement of the External Examiner(s)

4.6.5. To make a decision on differences of opinion between Internal and External Examiners that could not be satisfactorily resolved during a meeting of the Assessment Committee.

4.6.6. To approve changes to a student's assessment marks and/or module results following Academic Appeal.

5. Terms of reference for boards of examiners

5.1. ESTABLISHMENT, PURPOSE, AND SCOPE OF A BOARD OF EXAMINERS:

5.1.1. A Board of Examiners will be established for each award assessed and conferred by the University in accordance with the provisions set out in Section 3. Every award of the University will be included within the scope of one such Board of Examiners.

5.1.2. A Board of Examiners is responsible, on behalf of Senate, for considering the overall profile of each student registered on a programme of study and for making decisions in accordance with the appropriate Academic Regulations, including decisions on compensation, progression, reassessment, referral, restudy, and the conferment and classification of awards.

5.1.3. Boards of Examiners receive the decisions made by the associated Assessment Committee(s) and will automatically endorse all such decisions concerning ratified marks/grades. In addition, Boards will consider the eligibility for reassessment (where such decisions have not been made by an Assessment Committee), and deferred assessment.

5.1.4. Under no circumstances may a Board of Examiners change the marks/grades of individual students or groups of students that have been ratified by a properly constituted Assessment Committee.

5.1.5. A Board of Examiners may not alter any academic regulation, including those approved as a variance to or waiver from the Academic Regulations.

5.1.6. In making decisions and determining outcomes, the Board of Examiners will pay due regard to the maintenance of academic standards and the fairness and consistency of the assessment process.

5.1.7. A Board of Examiners may delegate the tasks defined within its terms of reference to the Chair. Any such delegation must have clear justification and be recorded in the minutes. Any actions taken under delegated authority (Chair’s Action on behalf of the Board) shall be reported at its next meeting (refer, Section 5.5).

5.2. MEMBERSHIP AND OPERATION OF A BOARD OF EXAMINERS:

5.2.1. A Board of Examiners will as a minimum normally have the following membership:

- Chair: Nominee of the Vice Chancellor (nominees shall be a senior member of the University who is independent of the programme and/or subject area(s) under consideration and who has undertaken the required training).
- The Programme External Examiner(s) associated with the Awards(s) under consideration.
- Associate Dean (Learning and Teaching) of the Faculty responsible for the programme(s) being considered.
- The Programme Leader responsible for the programme(s) being considered by the Board.
- The appropriate Academic Quality Business Partner (LTSE).
- The Secretary to the Board (Programme Administration).

5.2.2. The following have the right to attend an Board of Examiners as non-voting Observers:

- Chair of Senate, or nominee.
- Independent observer nominated by the Head of Academic Quality and Portfolio Management.
- Any person(s) invited at the discretion of the Chair whose presence, in the opinion of the Chair, is necessary for effective decision-making and who could assist in the deliberations of the Board of Examiners in an advisory capacity.

5.2.3. There will be no formal numerical quorum established for meetings of a Board of Examiners. Quoracy shall be determined by the Chair. Quorum will not be established without the presence of the Chair.

5.2.4. If an External Examiner cannot attend a meeting either in person or virtually (through, for example, MS Teams, or other telephone or video conferencing platforms), the Chair must obtain the approval of the Vice Chancellor (or nominated delegate) in advance for the Board of Examiners to take place. This should be recorded in the minutes.

5.2.5. If the External Examiner(s) is not able to attend the meeting of the Board, they must be notified of the outcomes “after the fact” and be invited to endorse the decision/results. All decisions taken by a Board of Examiners remain provisional until confirmed/endorsed by the appropriate External Examiner(s), subject to the following scenario:

- If it is not possible to secure endorsement from an External Examiner before the stated date by which students shall be notified of results, the Chair shall ratify the decisions and notify the External Examiner(s) accordingly. This must be recorded in the minutes as a secretary note and the Vice Chancellor notified.

5.2.6. All members of the Board of Examiners under Section 5.2.1 shall have equal standing and shall enjoy equal voting rights.

- Should there be a, difference of opinion between the External Examiner(s) and the Board that cannot be satisfactorily resolved by the close of the meeting, the issue shall be resolved by the Chair under delegated authority (refer, Section 5.5).

- The Board and External Examiner(s) will present their views to the Chair and these, along with the decision of the Chair, will be recorded in minutes of the Board. The decision of the Chair will be communicated to the Vice Chancellor for approval.

5.3. FUNCTIONS OF BOARD OF EXAMINERS:

5.3.1. To receive the minutes of the previous meeting of the Board, consider any matter arising, and note any business undertaken by Chair’s action.

5.3.2. To ensure all decisions made about individual students are taken with due regard for the principles of equity, impartiality, and consistency.

5.3.3. To ensure all decisions made by the Board are taken in accordance with the appropriate Academic Regulations, including, where necessary, any approved variance to or waiver from those Regulations.

5.3.4. To consider all information that is pertinent to reaching a decision on the overall performance of each student. This includes, but may not be limited to:

- The decisions of the associated Assessment Committee (including those in respect of the ratification of marks/grades; the arrangements for and/or outcomes of reassessment; the recommendation(s) and/or outcomes of any investigation and/ or appeal).
- Any credit awarded to the student through the Recognition of Prior Learning procedures.
- Details of approved extensions on assessed work.
- Any approved or pending Extenuating Circumstances.

5.3.5. To confirm the award and progression results for individual students with regard to credit and qualification requirements.

5.3.6. To confirm, where applicable, if a student is eligible to progress to the next Stage of the programme, including whether they are permitted progress while being referred in up to 20 credits.

5.3.7. To confer awards, and, where appropriate, the class or grade of the award, to individual students who have completed the requirements for the award. This shall include awards made under Aegrotat procedures or awards conferred posthumously.

5.3.8. To confer intermediate / fall-back awards to eligible students who have withdrawn from the University or who are otherwise unable to continue on their programme of studies.

5.3.9. To confirm if a student's overall performance in a single Stage of a programme should be permitted to compensate for failure in up to the equivalent of 20 credits in accordance with the Academic Regulations.

5.3.10. To decide if student will be permitted to resit failed modules, with or without attendance, in accordance with the appropriate Assessment Regulations.

5.3.11. To consider the profile of part-time students and **either**:

- Make a formal progression decision if the minimum profile for progression has been achieved; **OR**
- Confirm their eligibility to continue their studies into the next academic year.

5.3.12. To implement the appropriate penalty in the event of it being established that a student has breached the Regulations Relating to Academic Misconduct.

5.3.13. To consider the deficiencies in student profiles that require students to progress under referral or otherwise prevent progression or completion of their programme and agree appropriate actions relating to the provision of academic advice and related support and guidance.

5.3.14. To make final decisions regarding a student's eligibility to continue on their programme of study and, where necessary, confirm the termination of registration.

5.3.15. To monitor data on student performance/outcomes/classification and grade profiles and confirm that the standards achieved in the awards under consideration are being maintained.

5.3.16. To meet any additional expectations required by Professional, Statutory and Regulatory Bodies (PSRBs) or other such external bodies.

5.3.17. To agree what actions shall be delegated to the Chair and to confirm that all such actions will be reported to the Board at its next meeting (refer, Section 5.5).

5.4. CONDUCT OF MEETINGS OF BOARDS OF EXAMINERS:

5.4.1. Decisions about student progression and achievement will be taken on the basis of the evidence before the Board only.

5.4.2. When making decisions about individual student performance, the Board of Examiners will normally only discuss in detail those students who have not met the required profile for progression or eligibility criteria to be conferred their intended award.

5.4.3. The proceedings of a Board of Examiners shall be confidential to its members, the relevant Faculty Board, and the Senate.

5.4.4. Minutes shall be taken at each meeting of a Board of Examiners.

5.4.5. The Minutes of a Board of Examiners shall remain within the purview of the Board but shall, in appropriate circumstances, be made available to other University Committees and Officers, the Pro-Vice Chancellor (Learning, Teaching and Student Experience), the Academic Registrar, and the Appeals and Complaints Officer.

5.4.6. Under no circumstances may decisions/results be communicated to students until they have been formally ratified by the Board and by means other than the formal process agreed by the University.

5.4.7. The University shall, within ten working days of the decision of a Board of Examiners, issue to all students individually, in confidence and in writing, the decision of the Board, including, where necessary, details of the Individual Student Support Plan the Faculty will provide to support students in their studies.

5.5. **DELEGATED AUTHORITY (CHAIR'S ACTION):**

A Board of Examiners may delegate its responsibilities to the respective Chair in relation to recommendations concerning an individual student, or groups of students. Delegated authority should normally only be exercised in exceptional cases, for example:

5.5.1. To correct errors in and/or rectify omissions to the information presented to a Board of Examiners.

5.5.2. To fulfil an explicit and minuted Board decision, following completion of an action in respect an individual student or group of students.

5.5.3. To consider module results for a very small number of students where it is not practical to (re)convene a Board of Examiners.

5.5.4. To ratify decisions in the absence of securing the timely endorsement of the External Examiner(s).

5.5.5. To make a decision on differences of opinion between the Board and External Examiners that could not be satisfactorily resolved during a meeting of the Board.

5.5.6. To approve changes to a outcomes and/or decisions results following Academic Appeal.

Addendum: *force majeure* events

The University reserves the right to at any time approve changes to the Regulations and/or Terms of Reference governing the operation of University Assessment Committees and Boards of Examiners in response to circumstances not within its reasonable control but which may affect its ability to perform its obligations.