

**Lincoln College**  
**Board of Examiners**



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

Membership and Terms of Reference for the Board of Examiners must be agreed by Academic Board (HE Academic Affairs Committee) on an annual basis at the start of the academic year.

**Constitution**

Membership will comprise:

<b>Membership category</b>	
Assistant Principal - Higher Education	Chair <sup>1</sup>
Director of Performance and Standards or Quality and Compliance Officer – Higher Education	Required
Programme Lead / Course Coordinator	Required
Assistant Principal	Optional <sup>2</sup>
Curriculum Lead for course area	Optional <sup>2</sup>
Lecturer(s) for course (all tutors responsible for teaching or assessment would normally be expected to attend)	Optional <sup>2</sup>
External Examiner(s)	Required
Representative of the validating body	Required
Representative of the PSRB	Optional
HE Senior Administrator	Secretary <sup>3</sup>
HE Registry Assistant	Secretary <sup>3</sup>

<sup>1</sup>*The Chair is appointed by the Academic Board*

<sup>2</sup>*A minimum of one representative from the curriculum management team is required (AP or CL), plus a minimum of 2 academic staff.*

<sup>3</sup>*Only one secretary is present at each board.*

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

If the Assistant Principal - Higher Education is unavailable to Chair the meeting then the Director of Performance and Standards or a suitable nominee may deputise, provided they are not directly involved in curriculum delivery or assessment for the programmes being considered.

A member of the Board of Examiners must declare any personal interest, involvement or relationship with an assessed student to the Chair who will decide (in agreement with the validating University representative) the appropriate course of action.

The Chair must recuse him or herself from consideration of a programme cohort where a conflict is present relating to an interest, involvement or relationship with an assessed student. A suitable nominated member must cover the Chair's duties for the relevant programme. Where this occurs, it will be identified in the minutes.

### **Quorum**

For meetings of the Board of Examiners to be quorate, the following shall be present:

- The Chair (Independent of any delivery or assessment of the programme).
- Director of Performance and Standards or a designated Quality nominee.
- All External Examiners.
- A representative from the awarding body / validating partner.
- Representation from the academic management team.
- At least two teaching representatives of the curriculum area; although all tutors responsible for teaching or assessment would normally be expected to attend.

### **Terms of Reference**

- To assess students in accordance with the validating University partner (and if applicable any professional, statutory or regulatory body) regulations for the programme of study, and recommend conferment of validating University partner 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.
- To receive final assessment marks from the Pre-Board meetings.
- To receive arrangements for reassessment from the Pre-Board meetings which the Board of Examiners can choose to uphold once it has made failure decisions and determined rights to reassessment.
- 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 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 main Board of Examiners.
- To defer oversight of mitigating circumstances and academic misconduct to the HE Academic Affairs Committee.

## **The Chair**

The Chair must:

- Ensure that the Board of Examiners 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.
- Ensure that awards are conferred in line with the validating University partner processes, in line with the FHEQ, and that requirements for appropriate classification are met in full.
- Ensure that appropriate information is available to the Board of Examiners to ensure that it can exercise impartial judgement i.e. student results, decisions regarding Mitigating Circumstances 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.

## **Use of Chair's action**

- If circumstances mean a Board of Examiners has been unable to make a final decision it is possible to use Chair's action to confirm decisions following a board. However, this should only be used in exceptional circumstances and in agreement with the validating University partner representative.

## **External Examiners**

No recommendation for the conferment of a validated award of the University may be made without the written consent of the approved external examiner(s). On any matter which the External Examiner has declared a matter of principle, the decision of the external examiners shall either be accepted as final by the Board of Examiners or shall be referred to the Academic Board.

Disagreements between External Examiners shall be referred to the Academic Board or the University, as appropriate. The External Examiner will present a verbal report during the meeting, and will complete and submit a written report within one month of the Board of Examiners meeting.

The External Examiner must be able to confirm, during a verbal report at the meeting:

- That they have been able to review a sample of student work from the programmes being considered. External Examiners are also asked to comment on the range of assessed material and information provided by the programme leader on which their report is based.
- That the quality of students' work, their knowledge and skills (both general and subject-specific) is equivalent to their peers on comparable programmes elsewhere.
- Whether the standards set are appropriate for the award, or award element, by reference to any agreed subject benchmarks, qualifications framework, programme specification or other relevant information. In addition, in their verbal report, the External Examiner may wish to include a comment about other aspects in their written report, including:
  - The strengths and weaknesses of the students.
  - The quality of teaching and learning, as indicated by student performance.

- The quality of the curriculum, course materials and learning resources.
- The quality and fairness of the assessments, in particular:
  - Design and structure.
  - Relation to stated objectives and learning outcomes of the programme.
  - Marking.
- Where the programme has specific work-related learning outcomes (e.g. Foundation Degrees) comment on the assessment and achievement of these outcomes, including employers' involvement where relevant.
- The administration of the assessments, operation of examination boards, the briefing they received, their access to essential materials, etc.
- Whether or not all the issues identified in the previous report have been addressed by the institution.
- Any other comments.

### **The Secretary**

The Secretary must:

- Ensure that the final agenda, and a reminder of confidentiality, is circulated at least one working day before the Board of Examiners meeting.
- At the Board of Examiners meeting ensure that an accessible copy is available of:
  - Minutes of the previous Board of Examiners.
  - Reports from the Mitigating Circumstances Panel.
  - Report from any malpractice or academic misconduct hearings.
  - Mark sheets from the Pre-Board meetings.
  - Relevant trend data.
  - The programme handbook for the programme(s) being considered.
  - The Assessment Policy for the relevant validating University partner.
- After the completion of the Board of Examiners meeting that includes conferment of final awards and classifications, provide the following to the validating University partner, for each programme:
  - Conferment sheet (or equivalent), signed by the Chair, the validating University partner representative, the external examiner(s) and the secretary.
  - Award recommendation list (or equivalent), signed by the external examiner.
  - Completed examination board spreadsheet signed by the Chair, the validating University partner representative and the external examiner.

### **The validating University partner representative**

The primary role of the validating University partner representative is to provide support for Boards of Examiners or their committees in the continued assurance of academic standards.

Attendance at Boards of Examiners will also provide for the validating University partner an important window on the assessment process for its validated awards. The validating University partner representative will not participate in making academic judgements but will be able to bring their own knowledge and experience of the assessment process to the discussion of outcomes.

Validating University partner representatives will respect the autonomy of the institution as it derives from the institutional agreement but will also have concern for the University's obligations and national requirements.

The validating University partner representative will:

- Observe the conduct of the Board.
- Provide a source of advice on the interpretation and application of University policies and of guidance offered by QAA in the UK Quality Code and elsewhere.
- Alert the institution and/or the University to policies, procedures or circumstances which seem likely to impede the effective functioning of the Board or the discharge of their responsibilities by internal or External Examiners.
- Provide feedback to the University which will be included in briefing for institutional review panels.
- Assure themselves and the validating University partner that:
  - The regulations of the University have been properly observed.
  - The assessment and qualification processes have been implemented with appropriate quality assurance and control procedures.
  - There is confidence that the precisely detailed cohort of students have met the threshold (academic) standards required for eligibility for the identified award of credit and/or qualifications.
  - Assessments are moderated internally and externally in accordance with approved regulations, and that reasonable adjustments (where applicable) have been approved and applied.