

Chairs of Boards of Examiners - Role and Terms of Reference

UPR AS14, Appendix I - version 18.1

Policies superseded by this document

This document replaces version 18.0 of UPR AS14, Appendix I, with effect from 1 September 2024.

Summary of significant changes to the previous version

None. Changes to version 17.0 relate to UPR AS14 and appendices III, IV and V only.

Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

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1 General

- 1.1 The Academic Board delegates the appointment of individuals with appropriate experience to chair Module, Short Course and Programme Boards of Examiners to the Vice-Chancellor, on the recommendation of the relevant Dean of School.
- 1.2 The Chair of a Board of Examiners must ensure that it conducts its business in accordance with its constitution, terms of reference and the Standing Orders of the Academic Board, insofar as they apply to Boards of Examiners. The Structure and Assessment Regulations for Academic Programmes of the University (see UPR AS14¹) make a clear distinction between the responsibilities of Module, Short Course and Programme Boards of Examiners and the responsibilities of Chairs to these Boards vary accordingly.

¹ UPR AS14 'Structure and Assessment Regulations – Undergraduate and Taught Postgraduate Programmes'

2 Module Boards and Short Course Boards

The key responsibilities of a Chair are:

- i to appoint, in consultation with Deans of School and in collaboration with the appropriate Associate Deans of School (Academic Quality Assurance), the internal members of the Board of Examiners. The membership must include staff who have a significant responsibility for the teaching of any of the modules and/or Short Courses being considered, including any part-time staff with this responsibility;
- ii to ensure that all members of the Board are properly briefed and have access to a current copy of the relevant Definitive Module Documents and/or Short Course Descriptors;
- iii to liaise closely with the Clerk to the Board to ensure that the grades presented are full and correct;
- iv to ensure that full and frank discussion takes place about the performance of individual students, taking into account the views of any External Examiners and to guide the Board towards clear recommendations/decisions on both pass and fail grades;
- v to consider and initiate such actions as they think necessary on advice given by the External Examiners;
- vi to liaise closely with the Clerk to ensure that the confirmed grades reflect accurately the decisions which have been made at the Board;
- vii in close collaboration with the Clerk, to ensure that the grades confirmed by the Module Board or Short Course Board are issued to students and (in the case of Module Boards) communicated to an appropriate Programme Board(s);
- viii to ensure that the Chairs of Programme Boards are aware of any issues which may influence decisions being made by Programme Board(s);
- ix in liaison with the External Examiners and the Clerk, to confirm the date of the Board of Examiners which will be considering referred/deferred students;
- x following the Board, to check, approve and sign the minutes as a true and accurate record of the proceedings.

3 Programme Boards

3.1 The key responsibilities of a Chair are:

- i to appoint, in consultation with the Dean of School with responsibility for the programme being considered, the internal members of the Board of Examiners. This will include members as specified in section C4.2, UPR AS14¹;
- ii to ensure that all members of the Board are properly briefed and have access to a current copy of the relevant Programme Specification;

- iii to liaise closely with the Clerk to ensure that the grades presented to the Programme Board reflect accurately the decisions which have been made by Module Board(s) and Short Course Board(s);
- iv to ensure that full and frank discussion takes place on the overall profile of individual students, taking into account the views of any External Examiners and to guide the Board towards clear recommendations/decisions (see C4.3, UPR AS14¹);
- v to consider the results of students awarded scholarships on the basis of their academic achievement and confirm their eligibility to retain the award;
- vi to consider and initiate such actions as they think necessary on advice given by the External Examiners;
- vii to ensure that the individual student notifications of results (where issued) and transcripts are accurate, reflect changes made by the Programme Board and are otherwise consistent with the requirements of University regulations;
- viii following the Board, to check, approve and sign the award pass lists and minutes thereby confirming that they are a true and accurate record of the proceedings.

Sharon Harrison-Barker
Secretary and Registrar
Signed: **1 August 2024**

Alternative format

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