

University for the Creative Arts

Protocols for the operation and servicing of Boards:

Boards of Examiners

1 Structure and Scheduling

- 1.1 In accordance with the Common Credit Framework for Taught Programmes, the University operates a single-tier Board of Examiners structure. The board schedule (including room booking and catering) is managed by Quality Assurance and Enhancement and is disseminated at the beginning of the academic year.

Boards of Examiners will be organised by School and by level of study, such that each School will have an Undergraduate Board of Examiners and a Postgraduate Board of Examiners. Additional Boards of Examiners may be convened for collaborative provision, taking place at the relevant partner institution and Chaired by the designated UCA Head of School.

Where such an approach would, in the view of both the Head of School and the Head of Quality Assurance and Enhancement, result in an unmanageably large meeting (in terms of either membership or business), meetings of the Board may comprise two or more sittings (e.g. on a campus basis), with the membership appropriate to the business of that sitting, provided that all sittings are completed within the designated Board of Examiners period.

Where such an approach would, in the view of the Head of Quality Assurance and Enhancement, result in a very small meeting (in terms of both membership and business), the Head of Quality Assurance and Enhancement may require that Board meetings of two or more Schools be combined.

Each Undergraduate and Postgraduate Board of Examiners will normally meet at least twice each academic year, once during the Main Board of Examiners period and again during the Resit Board of Examiners period. Boards may also be required to meet additionally on an ad hoc basis.

There are defined weeks in which the Boards of Examiners take place as stipulated in the University Academic Calendar. A Pre-Board meeting will take place at least five working days in advance in order to check and finalise Board paperwork.

In scheduling assessment deadlines, Course Leaders must, in consultation with Campus Registries, allow sufficient time for marks to be entered and verified and for board papers to be prepared at least five working days prior to the pre-meeting of the Board of Examiners.

2 Preparation for the Board

- 2.1 Course Leaders are responsible for verifying that marks have been entered correctly for their respective course.
- 2.2 In liaison with Student Records, Campus Registrars are responsible for checking and producing the final profiles for the Boards and checking any manual calculations.
- 2.3 The Faculty Quality Officer (or nominee) will produce and circulate the agenda and standard papers in advance of the meeting.

- 2.4 The Senior Quality Officer will invite and confirm the attendance of External Examiners.
- 2.5 Student profiles are produced from SITS by Campus Registries. The profiles are presented by course and stage. Within each stage, profiles will be grouped by progression outcome and sorted alphabetically by student surname therein, or, in the case of award students, by indicator score as follows:

BA (Hons)

Stage 3: 1st
 2:1
 2:2
 3rd
 All other students in alphabetical order by surname

Stage 2: Alphabetical by surname, by progression outcome

Stages 0 & 1: Alphabetical by surname, by progression outcome

MA

Distinction
 Merit
 Pass
 All other students in alphabetical order by surname

- 2.6 Students with a tuition fee debt to the University that exceeds £1000 (where the annual tuition fee is greater than £5000) or with a debt that exceeds £500 (where annual the tuition fee is less than £5000), will be listed separately and their marks and results will not be considered by the Board of Examiners.
- 2.7 Campus Registries will ensure that any candidates requiring discussion are flagged (i.e. those with exceptional profiles within the regulations). These students will be identified in advance of the production of final Board documentation and a master copy of the Board document will be annotated accordingly.
- 2.7 The Faculty Quality Officer will be responsible for producing a Chair's brief explaining the board process and communicating flagged items for discussion.
- 2.8 Campus Registries will generate and include a statistical analysis by unit of the spread of grades, highlighting any outliers for discussion at the meeting.

3 Meeting of the Board

- 3.1 The terms of reference of Boards of Examiners will be included with the papers of each Board meeting. The terms of reference and constitution are attached as Appendix 1 and available from the intranet.
- 3.2 The Chair will ask the Faculty Quality Officer (or nominee) to introduce the regulatory items at the Board.
- 3.3 The Campus Registrar (or nominee) will minute the meeting and will mark up profiles as the master copy.

- 3.4 The Board will note its method of operation, which will include:
- i) a brief outline of the presentation of documentation. All student profiles results will be tabled at the meeting as per section 2 of this protocol;
 - ii) a paper explaining all codes used on the student profiles, for reference;
 - iii) a statement relating to confidentiality – all results agreed by the Board will remain confidential until the specified date on which they are published to students;
 - iv) a request for any declarations of conflict of interest – for example, where members of the Board have a connection with a student other than in a tutor/student capacity - this applies to External Examiners as well as University staff;
 - v) any other matters relating to the operation of the Board as may come up from time to time.
- 3.5 The Board will note the Resit period.
- 3.6 The Board will confirm the date of release of results and the deadline for academic appeals.
- 3.7 The Course Leader will present the results for their respective course. In considering each course, the Board will receive:
- i) confirmation that the internal verification and external examining procedures have been followed;
 - ii) confirmation of results.
- 3.9 It is not expected that each student's results will be read out individually, but that any outliers are highlighted and briefly discussed as necessary, including students who are:
- i) eligible for compensation as per the Common Credit Framework;
 - ii) undergoing a migration, interruption or withdrawal process;
 - iii) awarded AP(E)L (including for units studied abroad).
- 3.10 Heads of School will:
- Highlight issues arising from unit assessment e.g. trend data or deviation in mark profiles
 - Highlight atypical mitigation patterns
- 3.11 The Board will invite comments from External Examiners present to briefly highlight any major issues, whilst making it clear that details of the commentary will not be minuted and that formal feedback to the University will be recorded via the External Examiner Report.
- 3.12 Where External Examiners do not attend the Board, they are required to submit a brief written report highlighting major issues, which will be read out by the respective Course Leader
- 3.13 The Course Leader will inform the Head of School of any major issues identified by the External Examiner prior to the board.
- 3.14 The Campus Registrar (or nominee) will ask the Chair of the Board to sign each set of student profiles upon conclusion of the meeting of the Board.
- 3.15 The Campus Registrar (or nominee) will hand the signed and annotated student profiles to the Faculty Quality Officer (or nominee) immediately after the meeting of the Board.

4 Minutes of the Board

- 4.1 The Campus Registrar (or nominee) will produce a set of minutes for each Board, which follows the structure of the standard agenda.
- 4.2 The draft minutes will be sent to the Chair within two weeks of the end of the Board period. Once the Chair has approved the minutes, the Faculty Quality Officer should ensure that they are marked 'unconfirmed' and circulated to all members. They should also be sent to the Senior Quality Manager for report to the next meeting of the Academic Board.

5 Action following the meeting of the Board

- 5.1 Student Records will, in liaison with Campus Registries and QAE, be responsible for ensuring that the decisions of the Board are recorded on SITS (including any changes and certification) and released to students on a pre-agreed date.
- 5.2 Student Records will ensure that award letters, notification of progression, deferral and termination letters due to academic failure are sent to students.
- 5.3 Campus Registries are responsible for ensuring that all Resit and Retake letters are issued where appropriate.
- 5.4 Chair's actions taken as the result of decisions made after the Board will go through the online Chair's Action Process and will be individual to each student.
- 5.5 QAE will ensure that student profiles are archived and kept for six years from the date of the Board.
- 5.6 The Senior Quality Manager will ensure that all unconfirmed Board minutes are received at the next Academic Board.

APPENDIX 1

Boards of Examiners

Terms of reference Boards of Examiners 2015/16

- 1 The Boards of Examiners are sub-committees of the Academic Board. The subject scope of the Board normally mirrors the subject scope of the range of courses under the leadership of a Head of School. They consider the outcomes of unit assessment and confirm progression and award decisions. They provide a means of institutional confirmation of achieved award standards comparable with standards at other HEIs. These terms of reference apply only to Boards of Examiners convened to consider matters relating to courses leading to an award of the University. Where a Board of Examiners is convened to consider matters relating to courses leading to the award of another awarding body, the terms of reference and constitution of that Board will be in accordance with the expectations and requirements of that awarding body.

- 2 The Boards of Examiners are responsible to Academic Board for:
 - i) ensuring that correct procedures are followed and that proper standards are maintained for the approval of the University's awards;
 - ii) considering the performance of all students who have undertaken each unit in order to confirm the award of the mark and credit associated with that unit;
 - iii) considering student profiles and confirming progression or award, including classification and exit awards in accordance with the Common Credit Framework;
 - iv) considering and confirming opportunities for retrieval of failure and determining the terms of those reassessment opportunities in accordance with the Common Credit Framework;
 - v) confirming and applying Compensation, where applicable, as set out in the Common Credit Framework;
 - vi) confirming termination of registration due to academic failure, as set out in the Common Credit Framework;
 - vii) considering requests and recommendations for aegrotat and posthumous awards;

Constitution

- 3 The Constitution of the Boards of Examiners comprises:

•	Head of School for the Courses under consideration	Chair
•	Course Leaders for the courses under consideration officio	ex
•	External Examiners for the courses and units under consideration officio	ex

Head of Quality Assurance and Enhancement or nominee
Campus Registrar or nominee

Clerk
Minuting Secretary

- 4 A member of another Board of Examiners may be invited to attend the board to comment upon the operation of the Board in order to enhance cross-School consistency.

Term of office

- 5 The External Examiners appointed by the Academic Quality Committee will serve for the period contracted within the appointment letter.

Frequency of meetings

- 6 Each Board of Examiners meets at the end of each assessment period. The frequency will vary depending on the structure of the courses within its purview, but all Boards will meet at least twice each Academic year.

Quorum

- 7 50% of the membership, including the Chair and at least one External Examiner. Non-attendance must be approved by the Chair.

Reporting

- 8 Boards of Examiners report to the Academic Board.

APPENDIX 2

University for the Creative Arts

Board of Examiners (Undergraduate*/Postgraduate*) **delete as applicable*

School of <<XX>>

Agenda for the meeting to be held on (date) at (time) in (room) at (campus)

1. To note: **Apologies**
 2. To note: **Chair's communications**
 3. To receive and note: **Terms of reference and constitution**
 4. **Method of operation**
 - 4.1 To note: Presentation of documentation
 - 4.2 To receive and note: Unit and result codes **To be tabled**
 - 4.3 To receive and note: Confidentiality & declaration of interests

To remind members that the discussions that take place during the meeting remain confidential even when the marks are made public.

To receive any declaration of interest in respect of students whose names are coming forward.
 - 4.4 To note: Debtors

To note that, in accordance with the University's Debtor Regulations, no student with a tuition fee debt to the University, of more than £1000, may have their results considered by a Board of Examiners. All debtors have been removed from the student results profiles.
 5. **Minutes of the previous meeting**
 - 5.1 To confirm the minutes of the meeting of (date) as an accurate record.
 - 5.2 To receive a summary of Chair's actions undertaken on behalf of the Board since its last meeting (*Main Boards only – delete this paragraph for resit BoEs*)
 6. **Consideration of unit performance and student profiles**
 - 6.1 Course <<X>>

Course <<X>>
-

- | | | | |
|-----|-------------------------|---|--------------------|
| 6.2 | To receive: | <u>Confirmation of internal and external verification of procedures by Course Leader</u> | Oral report |
| 7. | To note: | Date of release of results to Students: | |
| 8. | To receive and confirm: | Deadline for appeals: | |
| 9. | | Comments from External Examiners | |
| 9.1 | To receive and note: | To receive and note, but not to discuss, comments from External Examiners.
<i>(External Examiners are invited to briefly highlight all major issues, prior to expansion in the written report).</i>
<i>(Main Boards only)</i> | Oral report |
| 10. | | Date and time of next Board of Examiners | |
| | To note: | | |