

Quality Code for Higher Education

Examination Boards

Reference Code:	11.1
Version:	4.2
Date:	August 2022
Date of Implementation:	August 2022
Originator:	Higher Education & Skills
Approval by:	Higher Education Learning & Teaching Committee
Date for Review:	July 2023
Description:	
Responsibilities:	Higher Education Learning & Teaching Committee Academic Heads / Curriculum Managers / Curriculum Leader(s) Higher Education & Skills
	NOTE: Where the awarding body has different requirements this will take precedence over the College's Code
Applications for exemptions to:	Higher Education Learning & Teaching Committee
Report Exemptions to:	Higher Education Learning & Teaching Committee
Links to UK Quality Code for HE:	Not applicable

11.1

Membership

Membership should include a minimum of two from the following -

Director of Higher Education & Skills (Chair)
Academic Head
Higher Education & Skills

Representatives from Academic Department should be -

Curriculum Manager
Curriculum Leader(s) or representative(s) from the course team who deliver on the programme and the Examinations Department

Transcripts

All transcripts should be made available to the Higher Education & Skills Department, 7 working days prior to the meeting of the Examination Board, with a copy sent to the Examinations Department to be maintained as a central record using form.

Rationale

The Examination Board is the mechanism whereby decisions regarding progression and awards are made

- It will sit to receive other relevant qualitative information about the circumstances of individual candidates, such as that provided by Extenuating Circumstances forms
- to make recommendations regarding the progression status of candidates and to make recommendations regarding the awards, to be made to candidates
- it will make recommendations to which students' progress to the next stage of their course, either by virtue of passing all modules or through compensation
- which students must undertake reassessment in order to progress
- It will consider cases in which students have been affected by accepted Mitigating /Extenuating Circumstances in one or more modules.
- Consider any claims of academic misconduct (cheating & plagiarism)
- Any academic appeals

Formal minutes of the proceedings, recording results and the reasons for recommendations relating to cases requiring discussion should be recorded at each Examination Board meeting, by the Higher Education & Skills Department.

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