

Academic Regulations - Assessment Boards and External Examiners

Approved by: *Academic Committee*

Approval date: *06/07/2022*

Assessment Boards and External Examiners

1. Assessment Board Requirements

Appointment of Assessment Boards

- 1.1 Every course approved as leading to a validated award of Regent's University London has a Subject Board, and a Progression and Finalist Board. The Boards' constitutions and terms of reference accord with the approved regulations for the course and the terms of reference contained in the Regent's University London Academic Governance Structure document. The constitution of the assessment boards may include provision for the appointment of subsidiary boards (see below) and the same board may be responsible for more than one course.

Chair of Assessment Board

- 1.2 The Chair for the assessment boards shall be appointed in accordance with the constitution and terms of reference in the Regent's University London Academic Governance Structure document. The Chair must be independent and not involved in the assessment of students whose results are considered by the assessment board.

Student membership of Assessment Boards

- 1.3 Students may not be members of an assessment board or attend an examiners' meeting.
- 1.4 A person who is otherwise qualified to be an examiner for a course, for example as a member of academic staff or as an approved external examiner, and is coincidentally registered as a student on another course either at the same institution or elsewhere, will not be disqualified from carrying out normal examining commitments.

Authority of Assessment Boards

- 1.5 The assessment boards are authorised to assess students in accordance with the validated programme regulations and the terms of reference set out in in the Regent's University London Academic Governance Structure document, and to recommend to the Academic Committee the conferment of a validated award upon a student who in the judgement of the board has fulfilled the objectives of the approved course and achieved the standard required for the award. No other body, except the Academic Committee, has authority to recommend conferment of an award, nor to amend the decision of an approved and properly constituted assessment board acting within its terms of reference and in accordance with the regulations for the course. An assessment board may, however, be required to review a decision if instructed to do so by an appeal or review board in the case of an upheld appeal.

Delegation of responsibility for assessments

- 1.6 The approved assessment board is responsible for the reassessment or deferred assessment of students. The board may, at the time when it first meets to decide its recommendations, agree arrangements for delegating that responsibility to a sub-group, which should include at least one external examiner. Such delegation will not be appropriate for all reassessments or deferred assessments; the board must be satisfied that it is appropriate in the particular circumstances before agreeing to delegate responsibility.

Secretary of Assessment Boards

- 1.7 Registry ensures that arrangements are made to appoint a secretary to each assessment board and shall require the secretary to maintain detailed and accurate records of the board's proceedings.

Validating Bodies attendance at Assessment Boards

- 1.8 Representatives from validating bodies may attend relevant assessment boards in accordance with validation regulations.

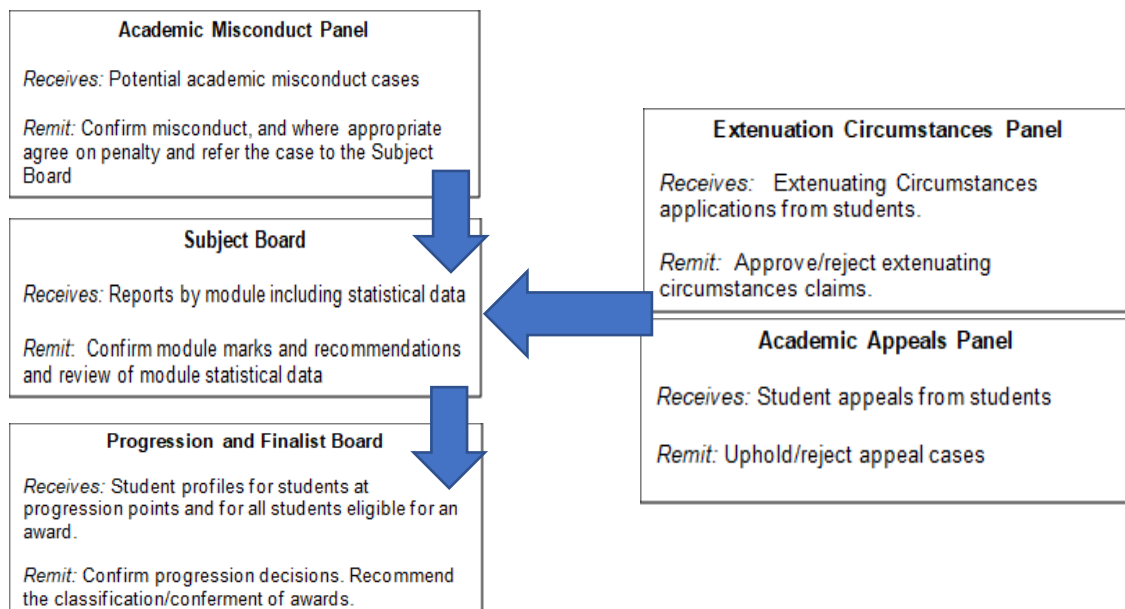
2. Assessment Boards: Context

- 2.1 Assessment Boards include:

- Subject Board
- Progression and Finalist Board
- Reconvened Boards

- 2.2 Each validated course at Regent's University London is considered by a Subject Board and a Progression and Finalist Board, both of which report directly to the Quality Committee and ultimately the Academic Committee, which has the authority to officially confirm degree awards. The Academic Committee delegates the authority to confer awards to the Head of Registry who ensures that due process has occurred. Authority of the Boards is determined by the regulations of the Academic Committee and where relevant the validating body. Where required, all conferment lists are submitted to the validation body.

3. Structure Diagram of Assessment Boards and Panels



4. Membership and Terms of Reference of the Assessment Boards

- 4.1 Membership of the Subject Board:

Ex officio

- Associate Provost/Director (Content)/Director (People)/Senior Lecturer/Course Leader or a nominee (Chair)
- Relevant subject area Associate Provost/Director (Content) or their equivalent
- Relevant Module Leaders or Director(s) (Content), their equivalent or nominees
- Relevant external examiner(s)

Total (4+)

Co-optees

- Representative of Careers, Enterprise & Industry
- Representative of Partnerships team
- Clinical Placement Co-Ordinator

In attendance:

- Secretary (from Registry)
- Co-optees (as required by the board)

(Total attendance = will vary dependent on the number of subject area Associate Provost/Director(s) (Content) or their equivalent, Module Leaders and External Examiner(s) required).

4.2 Terms of Reference for the Subject Board

The Subject Board has the following powers and functions within the context of the University's regulations:

1. To verify the results for each subject.
2. To confirm passes and failures in modules.
3. To confirm the penalty in relation to any cases of academic misconduct recommended by the Academic Misconduct Board.
4. To confirm the deferral of assessment(s) which has had an extenuating circumstances request accepted by the Extenuating Circumstances Panel.
5. To confirm the hours for any work/clinical placement.
6. To confirm students' credits and, where applicable, grades from Study Abroad (SPA) and/or Placement Learning Projects (PLP).
7. To reconsider an earlier decision made after referral from the Academic Appeals Panel.
8. To discuss any amendments made to marks for a cohort of students recommended by external examiners.
9. To make recommendations to the Director (Content) on any matters concerned with the teaching and assessment methods of any modules or SPA/PLP, based on matters arising from the results and external examiner(s) comments.
10. To review module statistical data.
11. To ensure that the academic regulations of Regent's University London are adhered to and that the Board is carried out to University standards.

4.3 Standing Orders for the Subject Board

1. An Independent Associate Provost/Director (Content)/Director (People) or nominee shall be the ex officio Chair of the Subject Board. The nominee must be selected from the committee membership.
2. Co-opted members will participate in the deliberations of the Board as required by the Board.
3. Observers are only allowed at the permission of the Chair and should not participate in business unless authorised by the Chair.
4. Co-opted members and observers shall not be entitled to vote on motions proposed at the Board.
5. The Secretary of the Board will normally be from Registry.
6. Where necessary, the relevant Associate Provost/Director (Content) or equivalent may appoint suitable alternates to attend meetings at which members are unable to be present, however, alternates to external examiners may not be appointed.
7. The Board shall not be considered quorate unless:
 - a. the Chair is present, and
 - b. the relevant module leaders (or nominees) are present.
8. In exceptional circumstances where an external examiner cannot be present, they must submit a report prior to the Board meeting.
9. The Board will meet as often as required.
10. The structure and terms of reference of the Board shall be approved or varied only with the approval of the Chair of the Academic Committee prior to final approval at the Quality Committee.
11. Formal minutes, prepared in the prevailing and agreed University format, are a requirement of the operation of the Board.

4.4 Membership of the Progression and Finalist Board:

Ex officio:

- Associate Provost/Director (Content)/Director (People) or nominee (Chair)
- Relevant Associate Provost/Director (Content) or their equivalent
- Relevant Director(s) (Content) or their equivalent
- At least one current external examiner

In attendance:

- Representative from the Partnerships team
- Secretary

(Total attendance = will vary dependent on the number of subject area Associate Provost/Directors (Content) or their equivalent, Module Leaders and external examiner required).

4.5 Terms of Reference for the Progression and Finalist Board

The Progression and Finalist Board shall exercise the following powers and functions within the context of the University's regulations:

1. To confirm the progression of each student.
2. To refer non-progressing students to the Student Support team.
3. To award condoned passes.
4. Verify and recommend the classification/conferment of award for each student presented to the Board.
5. Recommend the conferment of an exit award available to excluded/withdrawn students.
6. To reconsider an earlier decision made after referral from the Academic Appeals Panel.
7. To make recommendations to the Director (Content) or their equivalent on any matters concerned with the teaching and assessment methods of any modules or procedures required at programme level, based on matters arising from the results.
8. To ensure that the academic regulations of Regent's University London are adhered to and that the Board is carried out to University standards.

4.6 Standing Orders for the Progression and Finalist Board

1. An Associate Provost/Director (Content)/Director (People) or their equivalent shall be the ex officio Chair of the Progression and Finalist Board. Alternatively, the Associate Provost/Director (Content)/Director (People) or their equivalent, may delegate the role of Chair to their nominee. The nominee must be selected from the committee membership.
2. Observers are only allowed at the permission of the Chair and should not participate in business unless authorised by the Chair.
3. Observers are not entitled to vote on motions proposed at the Board.
4. The Secretary of the Board will normally be from Registry.
5. Where necessary, the relevant Associate Provost/Director (Content) or their equivalent, may appoint suitable alternates to attend meetings at which members are unable to be present.
6. The Board shall not be considered quorate unless the following members are present:
 - a. Associate Provost/Director (Content)/Director (People) or equivalent (Chair)
 - b. Relevant Associate Provost or an equivalent
 - c. Relevant Director (Content) or their equivalent
 - d. One external examiner
 - e. Secretary

The Board is divided into sections dealing with one course at a time and will be considered to be quorate and therefore allowed to confirm progression and verify awards for students for each section as long as the following members are present for the applicable section of the Board:

- a. There is both a relevant Associate Provost and Director (Content), an equivalent; or their approved alternates present for the course being considered;

- b. The Chair and external examiner must be present for the full duration of the Board.
- 7. The Board will meet as often as required.
- 8. The structure and terms of reference of the Board shall be approved or varied only with the approval of the Chair of the Academic Committee prior to final approval at the Quality Committee.
- 9. Formal minutes, prepared in the agreed University format, are a requirement of the operation of the Board.