



**Examination Board Policy**  
**Version II**  
**May 2015**

**Next Review in May 2016**

## **Key Purpose and Objectives**

This document outlines the processes and procedures that must be adhered to in the operation of Examination Boards at Central College Nottingham. The Code allows the College to assure itself that it has in place a robust system for the determination of academic awards to students, and for decisions about the progression of students.

For further advice on how the code of practice works, you should contact the HE Office.

## **Key Responsibilities**

*Curriculum Manager HE/Head of HE*

- Establish and review policy
- Advise on guidelines and procedures
- Facilitate the Academic Board

*Heads of School*

- To assure that curriculum teams follow the examination board procedures

*Curriculum Managers & Teaching Staff*

- Follow guidelines and procedures regarding preparation leading up to and upon completion of a board of examiners

## **Policy and Legislative Connections**

Additional guidance can be obtained by visiting [www.qaa.ac.uk](http://www.qaa.ac.uk) and referring to UK Quality Code: Part A: Setting and maintaining academic standards (2011).

**Policy Code: QHB6 EBP**

**Boards of Examiners have delegated powers from Academic Board for the determination of academic awards to students, and for decisions about the progression of students.**

## **1. Introduction**

- 1.1 This code of practice makes clear the College's expectation regarding administrative conduct and preparation leading up to and upon completion of a board of examiners
- 1.2 As the College works in partnership with numerous awarding bodies, variable terms may be used to describe a board of examiners, such as subject assessment panel, exam committee, programme board etc. Within this Code the term 'board of examiners' is used to describe any board with a remit for confirming module marks for student output and/or the progression of students between stages and/or the determination of award classifications
- 1.3 The Code has been developed as a result of the College's own review processes and analysis of key sources such as external examiner reports
- 1.4 The Code is underpinned by the following key principles:
  - i. Rigour, probity and fairness
  - ii. Timeliness
  - iii. Coherency
  - iv. Accountability
  - v. Consistency
  - vi. Accuracy
  - vii. Confidentiality
- 1.5 The code applies to the range of processes leading up until and upon completion of a board of examiners. These include:
  - i. The nomination of an Exam Board administrator (or equivalent)
  - ii. The preparation of reports' results grids and relevant documentation
  - iii. Timescales
  - iv. Accuracy and availability of records
  - v. Confidentiality and data protection
  - vi. Production of results letters and transcripts
- 1.6 The Code, whilst existing in its own right, aligns itself with institutional and other relevant codes and regulations including those belonging to partner awarding bodies
- 1.7 The Code does not take into account matters relating to the jurisdiction or operation of boards of examiners which must at all times operate within the regulatory framework of the relevant awarding body

## **2. Membership:**

- Chair: Head of Higher Education or Head of Quality or Vice Principal: Curriculum
- Curriculum Manager: Higher Education
- All relevant course leaders and tutors
- Relevant School Curriculum Managers
- External Examiner or BTEC-appointed Standards Verifier for each course
- Appropriate representative from a peer college (in the absence of the BTEC SV)
- University Verifier (NTU validated courses)
- Exam board Administrator

## **3. Nomination of a HE Exam Board Administrator(s)**

- 3.1 The Exam Board Administrator will normally be the HE Administration Coordinator
- 3.2 Heads of School and Curriculum Managers must ensure the Exam Board administrator has sufficient time to receive and collate reports, results grids and relevant documentation for a board of examiners
- 3.3 The Exam Board administrator involved in preparing documentation for a board of examiners must declare any personal interest, involvement or relationship with a student to the Head of School
- 3.4 The Exam Board administrator must only take responsibility for preparing reports, conferment forms, and relevant documentation for any board of examiners upon completion of training and/or updates delivered and/or organised by the College's HE Office, or relevant partner awarding body

## **4. Preparation of Reports, Results Grids and Relevant Documentation**

- 4.1 The Course Leader must ensure careful and timely preparation of reports, results grids and relevant documentation required for a board of examiners
- 4.2 It is good practice for the Exam Board administrator to develop a calendar of scheduled boards (and other meetings and deadlines) at the start of each academic year
- 4.3 In establishing a clear date for tutor submission of student results, Course Coordinators and Curriculum Managers should take into account where relevant:
  - i. The number of boards of examiners within their remit of responsibility.
  - ii. The dates relevant boards of examiners are scheduled to convene
  - iii. The dates pre-boards are scheduled to convene
  - iv. The dates specified by a standards verifier and/or external examiner for the receipt and moderation of student output prior to a board of examiners convenience

- 4.4 The exam board administrator must inform programme teams no later than the start of each semester, of the date by which all student results must be appropriately communicated to the HE Office. This will normally be a minimum of five working days prior to the exam board.
- 4.5 HE curriculum teams will be responsible for liaison, in a timely fashion, with academic contacts and external examiners, regarding sampling of student work and attendance at scheduled boards
- 4.6 Course Leaders should use the definitive validation/ approvals document for preparing results grids and relevant documentation; such a process will require Exam Board administrator to annually collect the latest version of all relevant validation/ approvals documents being mindful of any minor or major amendments that may have been made to the programme during each academic year. Where a module requires all assessments to be passed this must be clearly shown on the relevant module grid.
- 4.7 Exam board administrators must use the College's EBS system to capture student names to be inserted into results grids; this process is intended to prevent and identify the omission of any student that a tutor may inadvertently omit to include on their results lists
- 4.8 Care must be taken to ensure that the student name included on a results grid is accurate and complete as the name of the grid may be the name produced on a transcript and certificate
- 4.9 The course coordinator and/or module tutors must ensure annually that for each programme, relevant, accurate and reliable information is provided and/or confirmed to faculty administrators. This includes details of the:
  - i. Full programme title
  - ii. Accurate module titles
  - iii. Module credits
  - iv. Module levels
  - v. Numbers of assessments per module and type i.e. case study, essay
  - vi. Assessment weighing
  - vii. The requirement to pass a specific element in order to pass the module overall
- 4.10 Course leaders/ module tutors must supply a timely, exact, accurate and complete list of student results for each assessment taken within each module. Aggregate results should not be calculated by the module tutor
- 4.11 Student results must be provided to the Exam Board Administrator on standardised College documentation and the Exam Board Administrator may refuse the presentation of student results in variable, non-specified formats
- 4.12 For the following awarding bodies, tutors should use the relevant template to record student results for exam board administrators:

- i. University provision
- ii. Edexcel provision

4.13 Exam Board Administrators are not responsible for ensuring student results provided for a board of examiners is complete in instances where a programme leader/ module tutor fails to provide requested results in the first instance

4.14 Should a programme leader/ module tutor fail to respond to an Exam Board Administrator's direct request to provide timely and complete student results, the HE quality administrator must immediately report the delay or omission to the relevant Head of School or board of examiner's chair for immediate action

## 5. Timescales

5.1 Results grids must be prepared and completed a least **5 working days** prior to a board of examiners convening. For example, the College considers it wholly unacceptable for exam board administrators to be preparing results grids for a board of examiners on the day a board is due to convene

5.2 Results grids prepared at least 5 working days before a scheduled board of examiners permits curriculum teams to convene a pre-board: teams should operate pre-boards as a process through which to 'iron out' any procedural errors, difficult cases, omissions or inconsistencies in the presentation of results grids before a formal board convenes

5.3 An exam board administrator, where practicable may request receipt of student results as early as **15 working days** prior to a board of examiners convening

5.4 Where assessments are completed at the end of a first semester and a board of examiners is not scheduled to convene until the end of semester two in the same year, an exam board administrator may request student results **5 weeks** into the second semester

## 6. Accuracy and Availability of Records

6.1 The exam board administrator must keep clear and appropriate records relating to any board of examiners. Clear and rigorous record keeping permits the College to assure itself that:

- i. It is operating consistently with the framework of relevant Codes, policies, regulations and PSRB requirements
- ii. Is able to recall and inform itself of relevant details in the advent of complaints and/or appeals

6.2 Records within the confines of this code mean:

- i. Provisional results grids
- ii. Approved results grids

- iii. Board agendas (adhering to the standard format as defined by the relevant awarding body)
- iv. Provisional and a full set of approved minutes of board of examiner proceedings (adhering to the standard format as defined by the relevant awarding body)
- v. A record of decisions made by a board of examiners regarding condonement and/or compensation (to be used as a reference tool at future boards to safeguard oversight of the maxima permissible within relevant awarding body regulations)

6.3 The Exam Board administrator must ensure that upon the collation and preparation of relevant material, sufficient copies are available for all members at the start of a board of examiners convening. This must include a copy of the minutes of the last board

6.4 The Exam Board administrator must ensure that records of all decisions and any revisions to results grids made during a board of examiners are accurately recorded

6.5 The Exam Board administrator must ensure that upon the completion of a board of examiners

- i. Minutes are promptly approved by the relevant chair.
- ii. Results grids are signed by the chair, external examiner and nominated University representative.

6.6 Electronic records ie. results grids, transcripts, minutes must be kept indefinitely. Paper copies must be kept for one year after a student's completion of studies

## **7. Confidentiality and Data Protection**

7.1 The Exam Board administrator responsible for preparing and/or ensuring the maintenance of appropriate records for a board of examiners must respect absolute confidentiality at all times

7.2 In instances where ICT is used to project results onto a screen during a board of examiners (usually to reduce paper wastage) the Exam Board administrator must ensure that results are not visible to students or third parties, for example, through windows or glass doors

7.3 The chair of the board of examiners, external examiner(s), course leader (or equivalent member of staff authorised to disclose results) and partner University Administrators may retain copies of records from a board of examiners, however upon completion of a board, the Exam Board administrator must collect all records from other members, leave no evidence in the vacated room where a board has convened and shred records no longer needed

- 7.4 Details of results and decisions confirmed during a board of examiners must not, without a chair of the board giving prior permission within the framework of awarding body regulations, be disclosed to any student or third party prior to formal notification of results by the Board
- 7.5 Board of examiner records must be filed for record keeping with reference to the programme and/or board and not any individual(s) discussed or considered
- 7.6 Disclosure of results must occur in accordance with the relevant awarding body regulatory framework, within the provisions of the Data Protection Act and not over the phone
- 7.7 The Exam Board administrator must ensure that disclosure of approved results and decisions do not result in the disclosure of sensitive information relating to the privacy of students. Examples of sensitive information includes matters such as mitigating circumstances, unfair means, professional unsuitability and disciplinary matters
- 7.8 All enquiries relating to access to any boards of examiners records by a student or third party must be referred to the College's Higher Education Office

## **8. Production of Results Letters and Transcripts**

- 8.1 The College must ensure that information provided to awarding bodies for the claiming of awards across its higher education provision via Edexcel online or conferment forms, is consistent and accurate
- 8.2 The College's HE Office who will work within the framework and requirements of awarding body regulations for the claiming of awards
- 8.3 The HE Administration Coordinator responsible for the preparation and administration of boards of examiners will act the initial point of contact person for queries or issues regarding claiming of awards
- 8.4 All claims for awards via Edexcel online or conferment letters prepared by the HE Administration Coordinator must be moderated and approved. In the case of Edexcel online, claims will be cross-checked and confirmed by Course Leaders while all conferment letters will be cross-checked by the Curriculum Manager: Higher Education
- 8.5 Where anomalies are reported the HE Administration coordinator will make corrections to award claims as appropriate
- 8.6 Where partner awarding bodies require oversight of award transcripts (via the HEAR), the HE Administration Coordinator, following internal moderation by the CMHE, must make arrangements with the relevant awarding body to coordinate arrangements for moderation of relevant batches of transcripts
- 8.7 Where partner awarding bodies moderate transcripts, this is not a substitute for internal College moderation

