The Academic Regulations Appendix 11: Role and Remit of Edge Hill Assessment Boards

2020-2021

Edge Hill University

The Academic Regulations

Appendix 11: Role and Remit of Edge Hill Assessment Boards

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Summary

Edge Hill University operates a two-tier assessment board system for the determination of marks and results.

1st tier: Module/block year Assessment Boards consider module performance.

2nd tier: Progression and Award Boards consider end of session results.
Appendix 11 details the role and remit of these assessment boards.

Glossary of Terms

Term	Meaning
Assessment Board	The name given to the meeting that confirms student's results and overall progression.

Purpose

Assessment boards operate with delegated authority from Academic Board in confirming progression and award results. Appendix 11 details the assessment board system, membership of assessment boards, remit of assessment boards, delegation of assessment board functions, the application of the academic regulations at assessment boards and recording outcomes.

Regulations

1. Assessment Board System:

Edge Hill University operates a two-tier assessment board system for the determination of marks and results.

1st tier: Module/block year Assessment Boards consider module performance.
2nd tier: Progression and Award Boards consider end of session results.

Combined Tier Assessment Boards may be convened where appropriate within programmes/courses to assume the responsibilities of both Module/block year Assessment Boards and Progression/Award Boards.

Combined Tier Boards operate with 1st tier (Module/block year Assessment Boards) and 2nd tier (Progression and Award Boards) conflated into one meeting. They assume the responsibilities of both Module/block year Assessment Boards and Progression or Award Boards and they reflect the same membership, role and remit.

2. Membership:

2.1 Constitution

The regulations pertaining to membership are set out in the Academic Regulations under H9.

On an annual basis the Faculty Assistant Registrar will submit an approved constitution for Assessment Boards to Academic Registry.

External Examiners are required to attend appropriate Assessment Board meetings but the University is conscious that, within a tiered Assessment Board system, it may not be possible for external examiners to attend at both Module/block year and Programme level. The University's general position is that subject External Examiners should attend at the Module/block year Board Level with specifically designated examiners attending at the 2nd Tier Stage. Where the operation of combined Boards means that external examiners can attend both Module/block year and Progression and Award Boards there is no requirement to designate individuals to have an oversight of the Second Tier stage.

It is important to stress that whilst the University stipulates a minimum requirement for attendance at Assessment Boards, external examiners have a right, and are welcome, to attend all Assessment Boards they are associated with at any level.

2.2 Absence

2.2.1 Internal Examiners

In the event that an internal examiner is unable to attend, it is expected that they will either nominate an appropriate alternate to attend on their behalf or provide a suitable briefing to an existing member of the Board.

Attendance by substitutes will only be permitted where the substitute has had substantial involvement in the relevant assessment process and where this has been agreed by the Head of Department in advance.

2.2.2 External Examiners

Should an external examiner be unable to attend a Module/block year Assessment Board, a written report may be accepted in lieu of attendance. This notification should provide the Board with an assurance that the external examiner has fulfilled their duties in relation to the Modules/year of study concerned and that the Board can proceed with confidence in the marks presented.

It is expected that there will be at least one external examiner in attendance at the Award stage. In exceptional cases an Award Board may proceed in the absence of an External Examiner provided that this is approved in advance by the Dean of Faculty and the Academic Registrar. In such exceptional cases it would be preferable for the External Examiner to be available for telephone consultation if required. In cases where it is judged that an Award Board should not proceed without the presence of an external examiner, the meeting will be postponed.

2.3 Quoracy

One third of members are required in order for an Assessment Board to be deemed quorate. In the unusual event that a meeting would not be quorate, the Chair of the Board, in consultation with the Academic Registrar, will make a judgement on the extent to which the Board is equipped to discharge its responsibilities. In cases where it is the view of the Chair that the Board is unable to proceed, the meeting will be postponed. Where in the view of the Chair the Board is able to make the appropriate judgements soundly, the meeting may proceed.

In cases where a Board is conducted with less than one third of members the Chair must submit a written report to the Academic Registrar which provides an assurance that the Board was able to discharge its responsibility properly.

3. Remit

3.1 Module/block year Assessment Boards

Module/block year Assessment Boards are responsible for;

.1 Confirming the marks to be awarded to individual candidates for each module/year they are studying in that subject;
.2 Confirming any scaling of marks across a cohort where this has been approved by the external examiner;

.3 Making recommendations on failures, special cases and deferred assessment to the Progression or Award Board.

Marks determined by Module/block year Assessment Boards shall not be subject to revision by other Assessment Boards.

3.2 Progression and Award Boards

Progression and Award Boards are responsible for:

.1 Confirming the results for each student in relation to their progression or award having regard to the recommendations from Module Assessment Boards;
.2 Confirming any RPL recommendations;
.3 Determining condonements, referrals and deferrals having regard to Module/block year Board recommendations;
.4 Ensuring that the module/year of study components of a candidate's programme of study entitle the candidate to the specified named award.
.5 Making recommendations in relation to Qualified Teacher Status (QTS)
.6 Recommending Aegrotat awards where appropriate

4. Delegation of Functions

i) Subsidiary Panels

As articulated in the Academic Regulations, Progression and Award Boards have delegated power to subsidiary panels to consider business in the following areas:

- Exceptional Mitigating Circumstance (see Appendix 7)
- Investigations in relation to Academic Malpractice (see Appendix 8)
- Repeat Year applications (see Appendix 10)

ii) Chair's Action

It is expected that marks will be presented on time and inputted to the Student Records System in line with the schedule published by the relevant Faculty Assistant Registrar.

Subsequent to the Module/block year Board, marks may only be amended under the following circumstances - if;

i) Chair's Action was granted at the Module/block year Board;
ii) A Mark Amendment Form has been signed by the chair of the Module/block year Board;
iii) Consent from the Chair has been obtained in advance of the meeting to verbally report the mark at the Progression/Award Board.

It is acknowledged that in certain cases, normally relating to ongoing Malpractice investigations or the impact of delayed placements, marks may not be available in time for an Assessment Board meeting. In such cases where a decision cannot be made at the scheduled Board the Module/block year and Profile will be recorded as 'Subject to Chair's Action'.

In these exceptional circumstances, the Chair of the Board will be responsible for confirming the final outcome. It is at the discretion of the Chair to make a judgement on whether the volume and nature of such activity would warrant the Board to be reconvened in order to consider the updated profile(s).

All proceedings that are authorised by the Chair outside of the main meeting will be reported to the Board at the next available opportunity via the standing agenda item 'Matters Arising from the Previous Meeting'.

5. The application of the Academic Regulations

Progression and Award Boards operate with delegated authority from Academic Board for ensuring the parity of treatment for students in the interpretation of regulations and precedents across different subjects or different programmes of study.

It is expected that all Board members will act with impartiality and prior to the consideration of candidates the Chair will formally provide an opportunity for the declaration of any close personal or business relationship with a candidate being considered that could reasonably question the impartiality of the examining/assessment process. In cases where a declaration is made, the Chair will make an appropriate response, which will normally be to request that the Board member abstains from any discussion about the individual cited.

Within defined conditions, as expressed under Appendix 12, Progression and Award Boards hold the power to exercise discretion in some circumstances. When exercising discretion, the Board may consult with the subject representatives for pedagogic advice on the appropriateness of any recommendation. However, the Board should not request, nor consider, any comments on an individual's conduct or mitigating circumstances that are not substantiated through the markbook/ board papers.

Every effort shall be made to reach a decision by consensus, however, in exceptional cases where voting upon a matter is deemed to be necessary, a decision shall be determined by a simple majority of members of the Board and the Chair shall have a casting vote in the case of a split decision.

6. Recording Outcomes

The business of all meetings will be recorded via minutes that are prepared by the Secretary and approved by members at the next meeting of the Board.

Key to Relevant Documents

This policy refers to the following documents, which you may find useful.

- The Academic Regulations Appendix 7: Procedures for the Submission of Exceptional Mitigating Circumstances

- The Academic Regulations Appendix 8: Procedures Relating to Academic Malpractice

- The Academic Regulations Appendix 10: Repeat Year Policy

- The Academic Regulations Appendix 12: Assessment Board Operation of Discretion

https://www.edgehill.ac.uk/corporate-information/strategies-policies/

Annexes

There are no annexes to this policy.

Endmatter

Title	Appendix 11: Role and Remit of Edge Hill Assessment Boards
Policy Owner	Academic Registrar & Clerk to Governors
Lead for Updates	Senior Registrar: Assessment and Awards
Policy Contributor	Academic Registrar & Clerk to Governors
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