

## Lincoln Bishop University

### Document Administration

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## CODE OF PRACTICE FOR THE CONDUCT OF BOARD OF EXAMINERS

### VERSION CONTROL TABLE

<u>Version Number</u>	<u>Date Authorised</u>	<u>Summary of Key Changes</u>
1.0 – 3.1		Prior to the institutional re-structure – Previously Updated (Updated September 2023 to align to the new regulations and to provide clarity of the processes relating to Module and Programme Boards of Examiners).
3.2	10 July 2024	Changes made in line with the new structure.
3.3	16 October 2024	Further amendments to address the procedures for conducting examination boards.
3.4	11 March 2026	Rebranding and minor amendments to reflect current procedures for conducting examination boards.

## CODE OF PRACTICE FOR THE CONDUCT OF BOARD OF EXAMINERS

### 1. INTRODUCTION

- 1.1. Lincoln Bishop University's (hereafter known as 'the University') Code of Practice for the Conduct of Boards of Examiners should be read in conjunction with the Academic Regulations Governing Taught Awards (paragraphs 146-192), the Code of Practice for External Examining, the Code of Practice for Extenuating Circumstances and the Code of Practice for Assessment of Students.

### 2. MEMBERSHIP OF BOARDS OF EXAMINERS

- 2.1. **Module Boards** are normally held at the end of each Semester/Trimester to consider and agree marks to be presented to the Programme Boards.
- 2.1.1. A Dean of Faculty, or their nominee, shall act as Chair for the Module Board.
- 2.1.2. The membership of the Module Boards shall comprise:
- i. the Chair, Dean of Faculty or nominee;
  - ii. the relevant Programme Leader(s) or their nominated representative;
  - iii. module tutors and assessors;
  - iv. member of Faculty Administration Office; and
  - v. all external examiners for the relevant modules.
- 2.1.3. External Examiners are full members of the Module Boards and are invited to attend all meetings where decisions are to be made regarding the programme or subject for which they have responsibility.
- 2.1.4. If an External Examiner cannot attend a meeting where their presence is formally required, they should provide assurance about the appropriateness of assessment in writing in advance of the Module Board, by completion of an *In-Absentia Report*.
- 2.1.5. The University does not have a required quorum governing the attendance of internal examiners at Module Boards. The Chair should, however, be aware that in addition to the Programme Leader, the internal examiners associated with the programme should attend, and at least one representative from any partner institution where relevant.
- 2.2. Programme Boards are held at the end of each programme stage or re-assessment period where progression decisions are required.
- 2.2.1. The Provost and Chief Academic Officer, or their nominee, shall act as the Chair for the Programme Boards. The Chair must not have chaired the preceding Module Board.

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- 2.2.2. The membership of the Programme Boards shall comprise:
- i. Chair, Provost and Chief Academic Officer or nominee from a non-related programme area to avoid perceived conflict of interest;
  - ii. the Executive Dean: Teaching, Learning & Student Success or nominee;
  - iii. the Dean of Faculty for areas in consideration;
  - iv. the relevant Programme Leader(s);
  - v. Head of Faculty Operations or Faculty Administration Manager or nominee; and
  - vi. the University Chief External Examiner (or in exceptional circumstances, representatives of the External Examiners on contract with the University).
- 2.2.3. The quorum for a Programme Board is half the membership (excluding external examiners) plus one.
- 2.2.4. The University Chief External Examiner is a full member of the Programme Boards and is normally expected to attend all meetings at which degrees are awarded, and degree classifications are agreed. The University Chief External Examiner has the right to attend any Module Board.
- 2.2.5. If the Chief External Examiner, exceptionally, cannot attend a meeting where their presence is formally required, they should provide assurance about the appropriateness of assessment in writing in advance of the Programme Board, by completion of an *In-Absentia Report*.

### **2.3. Reassessment Boards**

- 2.3.1. The attendance of an External Examiner/University Chief External Examiner is not required at Reassessment Boards, including those at which awards are to be made, provided that the remit of the Reassessment Board in that respect has been agreed at the previous meeting of the relevant Programme.

## **3. PREPARATION FOR MODULE AND PROGRAMME BOARDS**

- 3.1. The dates of the meetings of the Module, Programme and Reassessment Boards shall be set in accordance with the University calendar.

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- 3.2. The date of the Programme Boards at which degrees are to be awarded should be scheduled to allow for appropriate marking and moderation processes and for outcomes to be processed in time for the degree awards ceremony.
- 3.3. The relevant Deans of Faculty shall monitor the assessment schedule for each programme to ensure that assessed work will be ready for review by the External Examiner. This will enable the External Examiner to examine the work and agree the marks with the internal examiners in time for the confirmed marks to be processed for the Module Board. It is the responsibility of the programme team to notify the external examiner when the work is ready to review and that they will have resolved all difficult cases and borderline marks before the Module Board meets.
- 3.4. In order to secure the efficient discharge of business at the Module and Programme Boards to achieve consistency of approach across Boards, and to protect the confidentiality of students, the Faculty Administration Office will establish a panel, including academic staff from a number of programmes to consider extenuating circumstances presented by students. The panel shall convene at the end of each semester as a minimum before the meeting of the Module and Programme Boards to consider all such cases. The recommendations of the panel with regard to whether claims relating to extenuating circumstances should be accepted shall be communicated by the Faculty Administration Manager to members of the relevant Board. It is expected that the Board will normally accept the panel's recommendation; however, the final decision rests with the Board. The relevant papers will be available at the Board for scrutiny by the External Examiner if required but individual cases will not normally be discussed in open session.
- 3.5. Board sheets will be prepared for each Board meeting, and these will show, for each candidate, the mark awarded for each module or other unit of assessment and, where appropriate, the mark for any component of a module or other unit of assessment which must be passed or for which a minimum mark must be awarded.

### **4. REMIT OF THE MODULE AND PROGRAMME BOARDS**

- 4.1. **Module Boards of Examiners** shall be responsible for the confirmation of module grades. The Board shall also determine the conditions which students must fulfil in order to retrieve failure in any element of their module and the terms under which such retrieval work may be

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undertaken. Decisions taken by the Board must be in accordance with the University regulations currently in force.

- 4.2. **Programme Boards of Examiners** shall be responsible for the confirmation of programme grades, the status of students with regard to progression, awards and the classification of Honours degrees. The Board shall also determine the conditions which students must fulfil in order to retrieve failure in any element of their programme and the terms under which such retrieval work may be undertaken. Decisions taken by the Board must be in accordance with the University regulations currently in force.
- 4.3. Programme Boards should receive confirmation from the External Examiners on the assurance of the standard of assessment of all modules.

### **5. CONDUCT OF MEETINGS**

- 5.1. Module and Programme Boards shall be conducted in accordance with agendas, see samples at Appendices 1 & 2.
- 5.2. The Chair shall confirm the status of the regulations under which candidates have been assessed.
- 5.3. The Chair shall formally advise members that the deliberations of the Module and Programme Boards are confidential and should not be disclosed outside the meeting.
- 5.4. The Chair shall ensure that all candidates are treated fairly and consistently in accordance with the regulations governing the programme and that sufficient time is allowed for the full consideration and discussion of exceptional or borderline cases.
- 5.5. The Chair shall require members of the Module/Programme Boards to declare any personal interest, involvement or relationship with a student being assessed. The Module/Programme Boards shall normally determine the outcomes for individual students on the basis of the marks presented to it and by the application of the regulations governing the programme. Details of how final marks are calculated are provided within the Regulations for the relevant programme.

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- 5.6. The proceedings of the Module /Programme Boards shall be annotated on the relevant board sheets which will be kept as a record of the meetings.
- 5.7. The outcome for each candidate shall normally be recorded by annotating the board sheet in respect of decisions made. Any changes made to the sheet shall be clearly marked. The completed board sheets shall constitute the definitive record of the Module/Programme Boards and the outcomes. Any changes to marks (for example, arising from an administrative error discovered after the Module/Programme Boards) must be authorised by the Head of Faculty Operations and reported to the appropriate Chair.
- 5.8. The final Programme Board sheets are signed by the Provost and Chief Academic Officer as Chair of the Board. Where the Chair has been a nominee of the Provost and Chief Academic Officer, the Programme Board sheets should be signed by both the Chair and the Provost and Chief Academic Officer. Programme Board sheets receive final sign-off by the Vice-Chancellor, who is acting in their capacity as Chair of Senate who confer the award of degree to graduands.

### **6. CONSIDERATION OF EXTENUATING CIRCUMSTANCES (ECs)**

- 6.1. If a student is completing the final year of their programme of study and have within that academic year applied for their full profile of marks to be considered as part of the extenuating circumstances (ECs) process, the Programme Board may decide to award a classification higher than that which would result from the standard arithmetical calculation. In this exceptional circumstance, the overall profile needs to be considered, and evidence presented to demonstrate there are exceptional reasons to believe that the classification has been lowered by one or more modules or other units of assessment being affected by adverse circumstances.

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### **7. APPENDIX 1 – SAMPLE AGENDA FOR MEETING OF MODULE BOARDS OF EXAMINERS**

1. Apologies
2. Confirmation of Regulations in operation
3. Confidentiality of Proceedings
4. Declaration of Personal Interest
5. Confirmation of Marks
6. Eligibility for In-Course Retrieval (if applicable)
7. Notification of Results to Students (if applicable)

### **8. APPENDIX 2 – SAMPLE AGENDA FOR MEETING OF PROGRAMME BOARDS OF EXAMINERS**

1. Apologies
2. Confirmation of Regulations in operation
3. Confidentiality of Proceedings
4. Declaration of Personal Interest
5. Student Awards/Progress (including recognition of RPL)
6. Comments from Chief External Examiner