1 **Membership**

<table>
<thead>
<tr>
<th>Role</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair (q)</td>
<td>ex officio</td>
</tr>
<tr>
<td>Head of School (q)</td>
<td>ex officio</td>
</tr>
<tr>
<td>Examinations Officer (q)</td>
<td>ex officio.</td>
</tr>
<tr>
<td>One member of the Welfare Team (q)</td>
<td>ex officio.</td>
</tr>
<tr>
<td>One member of the Mitigations Panel (q)</td>
<td>ex officio</td>
</tr>
<tr>
<td>PG Project Officer (q)</td>
<td>ex officio</td>
</tr>
<tr>
<td>Internal examiners</td>
<td></td>
</tr>
<tr>
<td>External examiners (q for the late autumn meeting)</td>
<td></td>
</tr>
</tbody>
</table>

2 **Quoracy requirements**

The quorum shall be all members marked with "q". Where such a member cannot attend, a substitute approved by the Head of School shall attend.

3 **Timing and frequency of meetings**

a) Meetings shall be held at least three times a year.

b) There shall be a meeting (usually in June) to consider modules taught in the Autumn and Spring terms.

c) There shall be a meeting (usually in September) to consider supplementary examinations and other relevant matters.

d) There shall be a late autumn meeting (usually in October or November) to consider all modules including project modules.

4 **Reporting relationship**

The Boards of MSc Examiners is ultimately accountable to Senate, via the progress and Awards Board of Senate and the Quality Assurance and Enhancement Committee, for the decisions that it makes.

5 **Authority of the Board**

a) to make decisions, in accordance with University Regulations, on all module marks for MSc in Advanced Computer Science, MSc in Computer Science, MSc in Computer Security, MSc in Intelligent Systems Engineering, MSc in Internet Software Systems and MSc in Natural Computation of the School of Computer Science. In all cases, the Board of Examiners must be satisfied that the learning outcomes of the module have been achieved.
b) to make progress and award decisions, on behalf of Senate and in accordance with University Regulations for:

i) all cases within University Regulations

ii) all cases notwithstanding University Regulations where mitigating circumstances are involved, providing that the following is submitted to the Progress and Awards Board of Senate by the designated deadline:
   • a written copy of the mitigations procedure provided by the School to its students
   • an anonymised summary of decisions taken under this mitigation procedure that resulted in a change of award/classification and approved by the Board of Examiners.

c) The Board of Examiners will consider all mitigation submitted to the School (as provided by the Mitigation panel) by the due deadline when reviewing student performance and making progress decisions

d) To refer recommendations notwithstanding Regulations not covered by mitigating circumstances to the progress and Awards Board of Senate.

6 Role of the External Examiners
External Examiner(s) shall be invited to attend all meetings of the Board. It is expected that the External Examiner(s) shall attend meetings in which consideration is given to all modules taught in a year.

External Examiner(s) will adjudicate on all disputes in relation to coursework and exam marking to reach a satisfactory situation for all students. However, external examiners do not have a right of veto over award and progress decisions calculated within Regulations. Disputed recommendations notwithstanding Regulations should be referred to the progress and Awards Board of Senate.

7 Procedure for Chair's Action
Where matters requiring attention arise between meetings of the Examination Board, the Chair is empowered to make decisions within the authority of the Board (see Section 5) having first gained the approval of the External Examiner(s). Such decisions shall be reported to the next meeting of the Examination Board.