Undergraduate Examinations Board: Terms of Reference

1. Membership

Chair (q)  
Head of School (q)  
Examinations Officer (q)  
UG Projects Officer, only for the final year boards (q)  
One Member of the Welfare Team (q)  
One Member of the Extenuating Circumstances Panel (q)  
Internal examiners  
External examiners (q for the final year boards)

2. Quorum Requirements

The quorum shall be the 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 twice a year.

b) There shall be meetings (usually in June) to consider sessional examinations and other relevant matters.

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

4. Reporting relationship

The Board of 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 all undergraduate degree programmes 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 anonymous summary of decisions taken under this mitigation procedure that resulted in a change of award/ classification and approved by the Board of Examiners.

c) To consider all mitigation submitted to the School (in the form 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 meeting of the Board. It is expected that the External Examiner(s) shall attend all meetings in which degrees are awarded.

External Examiner(s) will adjudicate on all disputes in relation to coursework and examination marking to research 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 made 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.