

Undergraduate Examinations Board: Terms of Reference

1 *Membership*

Chair	ex officio
Four representatives of Module Examiners	Appointed by School Committee
Head of School	ex officio
Examinations Officer	ex officio
UG Projects Officer	ex officio
One member of the Welfare Team	ex officio
One member of the Mitigations Panel	ex officio
External examiners	

2 *Quoracy requirements*

The quorum shall be all internal members. Where an internal member cannot attend, a substitute approved by the Head of School shall attend. This substitute shall normally be chosen from among a panel of four reserves appointed by School Committee.

3 *Timing and frequency of meetings*

- a) Meetings shall be held at least two times a year.
- b) There shall be a meeting (usually in June) to consider sessional examinations and any other relevant matters.
- c) There shall be a meeting (usually in September) to consider supplementary examinations and any 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 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) 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 meetings 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 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 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.