# 

***SUBJECT***

**BOARD OF EXAMINERS**

**Minutes of meeting held on *DD/MM/YY***

**Present:**

**In Attendance**:

**Apologies:**

*The minutes should make clear who was present as an External Examiner or explain why they were not in attendance.*

*Welcome to new members.*

|  |  |
| --- | --- |
| **1.** | MINUTES OF LAST MEETING |
|  |  |
| **2.** | **ATTENDANCE** |
|  | Note apologies and whether the meeting is quorate. |
|  |  |
| **3.** | MATTERS ARISING |
|  |  |
| **4.** | DECLARATIONS OF INTEREST |
|  |  |
|  | *Any declaration of personal interest by a member of the Board of Examiners, together with any action arising from the declaration.* |
|  |  |
| **5.** | EXTENUATING CIRCUMSTANCES |
|  |  |
|  | *Where evidence is provided to show that the medical or other personal circumstances may have prevented the student from performing to their expected standard, the Exam Board, following the agreed school process, has discretion to award a higher (but not lower) module grade(s) than the actual performance warrants. All discretionary decisions, and the reasons for them, must be clearly documented and retained confidentially in school files. Decisions must be reported and minuted at the relevant board of examiners, but without details of the particular circumstances that have led to the decision.* |
|  |  |
| **6.** | **ACADEMIC MISCONDUCT** |
|  |  |
|  | *All instances of plagiarism should be notified and minuted at the relevant Board of Examiners meetings.* |
|  |  |
| **7.** | REVIEW OF MODULE AND DISSERTATION GRADES |
|  |  |
|  | *To include the following:*   * *decisions on all candidates, including noting if candidates have withdrawn or transferred;* * *any candidates that have been selected for viva voce examination, with a note of the criteria for selection;* * *any requirements for re-assessment.* |
|  |  |
| **8.** | RECOMMENDATION FOR AWARDS |
|  |  |
|  | *To include the following:*  *For each discussable case, the final classification should be recorded together with a description of the discussion and the final reason (or reasons) for the decision.* |
|  |  |
| **9.** | **AWARD OF PRIZES** |
|  |  |
|  | *Detail who prizes will be awarded to.* |
|  |  |
| **10.** | EXAMINERS’ COMMENTS |
|  |  |
|  | *To include any general comments from internal and external examiners on the assessment process.* |
|  |  |
| **11.** | **COMPLETION OF EXAMINERS’ REPORT** |
|  |  |
|  | *Record that the report forms have been agreed and signed off and who the signatories are.* |
|  |  |
|  |  |
| **12.** | **ANY OTHER BUSINESS** |
|  |  |
|  | *Any further action required by the Board of Examiners or the School.* |
|  |  |

*NB: The Secretary should check the report forms for the following:*

* *That each page has been signed by both internal and external examiners in ink*
* *That the appropriate honours classification has been circled in ink for each student – or a note to explain why not*
* *That any changes made have been initialled by the examiners.*
* *Ensure a recommendation is returned for every student*
* *Take copy of the completed reports for school’s records*

*The original forms should be handed into Registry.*