



University College
of Osteopathy

Academic Quality Framework 2017-2018

Section 12: Boards of Examiners

ACADEMIC QUALITY FRAMEWORK

SECTION 12: BOARDS OF EXAMINERS

This Section should be of particular interest to Course Leaders and External Examiners, and all those involved in the assessment and examination of foundation, undergraduate and postgraduate taught students.

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V1.0	March 2014 Academic Council	To define the procedures for the management of academic quality and standards in teaching and learning at the UCO.	Vice Principal (Education) Academic Registrar	Master Version: J:\0 Quality Team – AQF Published Version: Intranet	Annually and on an “as required” basis.
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Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)

Neutral equality impact (i.e. no significant effect)

X

Negative equality impact (i.e. increasing inequalities)

If you have any feedback or suggestions for enhancing this document, please email your comments to: quality@uco.ac.uk

ACADEMIC QUALITY FRAMEWORK

SECTION 12: BOARDS OF EXAMINERS

CONTENTS

12.1	Introduction to Boards of Examiners	4
12.2	Types of Boards of Examiners	4
a)	Portfolio Boards	4
b)	Pre-Boards of Examiners	5
c)	Boards of Examiners	5
12.3	Membership & Terms of Reference of Boards of Examiners	6
a)	Chairs' Action.....	6
12.4	Presentation of Data to the Board of Examiners	7
12.5	Unscheduled Boards of Examiners	8
12.6	Confidentiality of Boards of Examiners	8
12.7	Conflicts of Interest	8
12.8	Disclosure of Examination Grades to Students	8
12.9	Appeals against Decisions of Boards of Examiners	8
	AQF12: Forms & Templates	9
	AQF12: Endnotes	9

12.1 INTRODUCTION TO BOARDS OF EXAMINERS

- 12.1.1 For every course leading to an award of the University College of Osteopathy (UCO), the Academic Council will appoint a Board of Examiners to consider and approve the progression of students and conferment of awards in line with the Board of Examiners Terms of Reference¹.
- 12.1.2 The Board of Examiners is accountable to the UCO's Academic Council; no recommendation for the conferment of an award of the UCO may be made by anybody other than the appropriate Board of Examiners.

12.2 TYPES OF BOARDS OF EXAMINERS

- 12.2.1 The UCO has three types of Boards of Examiners that contribute to decision-making on student progression and awards:
- Portfolio Boards²** that review interim (provisional) examination and course work results and approve them for publication.
 - Pre-Boards of Examiners³**, a non-decision making Board that take place in advance of Boards of Examiners meetings and consider Portfolio Board approved student award, progression, and assessment profiles and then make proposals for consideration by the Boards of Examiners in accordance with the UCO's regulations.
 - Boards of Examiners⁴**, the formal decision making Boards that consider the results of assessments at all stages of a course, determine progression and recommend awards, including the classification of awards where appropriate.

a) PORTFOLIO BOARDS

- 12.2.2 Portfolio Boards review interim (provisional) examination and course work results and approve them for publication.
- 12.2.3 If a particular assessment within any unit shows an anomalous range of grades (which may further lead to irregularity or aberration within the unit grades), the appropriate Head of Area, Course Leader and Unit Leader should consider the reason for the apparent anomaly and what adjustment to those grades might be recommended to the Board of Examiners.
- 12.2.4 Any proposed adjustments should then be discussed with the appropriate External Examiner and confirmed at the next Board of Examiners meeting.
- 12.2.5 Portfolio Boards consider:
- Unit statistics which normally include the mean and standard deviation of the marks in each assessment;
 - The impact of any complaint that may impact negatively on a student's performance. Where a complaint procedure is completed by the Vice-Principal (Education) prior to a Board of Examiners, and is claimed to have impacted negatively on a student's performance, it is legitimate, where that complaint has been upheld through the UCO's complaints process, for the Board of Examiners to consider any impact of that complaint on the performance of the student (it is only after Board of Examiners confirmation that such consideration is confined to the academic appeal process). Complaints that have not been upheld (i.e. both those specifically not upheld, and those not yet decided) cannot be considered by Boards of Examiners;
 - The impact of any action taken by the UCO that may impact negatively on a students' performance. Where a member of academic staff believes that one or more students have been impacted by the UCO's action or by circumstances arising within the teaching and

learning process (but excluding the conduct of examinations) other than personal circumstances processed by Student Support Department (an example being unexpected disturbance of an examination, or an assessment profile that does not appear to have operated effectively etc.), this must be raised at the appropriate Pre-Board of Examiners, by the relevant Head of Area;

- d) Whether the performance profile of a unit is at variance with the general performance of the cohort, or reflects a continuing problem in the operation of the unit, such that the grades may reasonably be held not to reflect satisfactory assessment of a unit, as identified by the relevant Heads of Areas to the relevant Portfolio Board for consultation in advance of the Board of Examiners.

12.2.6 Portfolio Boards will ensure that Boards of Examiners are made aware of any complaints or action that may have impacted on students' performance and of any variance in the general performance of a cohort. In all of the above cases:

- a) Boards of Examiners must consider the circumstances and their impact to determine whether there was material impact on a student's performance (e.g. in respect of their performance in other similar assessments and units);
- b) External Examiners must be part of the process of consideration of any alteration to be made to the expected outcome (e.g. an additional attempt allowed);
- c) The decision and the reasons must be minuted in detail to ensure that the basis for any changes made is clear.

b) PRE-BOARDS OF EXAMINERS

12.2.7 Pre-Boards of Examiners are held prior to each Board of Examiners' sitting, for both postgraduate and undergraduate courses, in order to prepare proposed decisions on the awards and course progression based on the student profiles and unit results which will be recommended to the Board of Examiners.

12.2.8 Pre-Board of Examiners also considers any legitimate Special Circumstances submitted to the Academic Registrar and makes recommendations to the Board of Examiners in light of those circumstances. This is to ensure that students' circumstances are appropriately weighted and also to protect students' right to privacy by not discussing the case at the full Board of Examiners meeting.

12.2.9 Pre-Boards of Examiners are attended by the Vice-Principal (Education), the Academic Registrar, the Course Leader of the relevant course and a Student Support Representative.

12.2.10 Pre-Board of Examiners also considers the unit statistics which are to be presented to the Board of Examiners.

c) BOARDS OF EXAMINERS

12.2.11 Boards of Examiners consider the results of assessments at all stages of a course and determine the progression of students and recommend awards to the Academic Council, including awards of distinctions or similar where appropriate.

12.2.12 The membership of Boards of Examiners should consist of one or more External Examiners and all members of academic teaching staff as appropriate.

12.2.13 The business of the Board of Examiners will be noted by the Academic Registrar who will also advise on matters of regulation.

12.2.14 The responsibilities of Boards of Examiners are:

- a) To ensure the assessment programmes enable students to demonstrate that the course learning outcomes have been met, and to make observations as appropriate to the Course Leader or the Vice-Principal (Education);
- b) To determine action to be taken where a student fails to complete all or part of the assessment for a unit and agree arrangements for the consideration of the performance of those students who have been reassessed, ensuring that External Examiners are appropriately involved;
- c) To make recommendations on final awards for students within their remit; Boards of Examiners will report to the Academic Council on any matters of policy which may arise for the assessments and their conduct;
- d) To formally minute the reasons should Boards of Examiners recommend a different award from that estimated;
- e) To consider issues raised at Portfolio Boards and Pre-Boards of Examiners such as complaints, circumstances arising within the teaching and learning process and performance on profiles which are at variance with the general performance of the cohort.

12.2.15 In all the above cases Boards of Examiners must consider the circumstances and their impact, and keep a full and definitive record of discussions.

12.2.16 All External Examiners present shall confirm their endorsement of decisions of final Boards of Examiners by signing final results lists.

12.3 MEMBERSHIP & TERMS OF REFERENCE OF BOARDS OF EXAMINERS

12.3.1 The Membership and Terms of Reference of Boards of Examiners⁵ stipulate the frequency and quorum of Board of Examiner meetings.

12.3.2 The Chair will normally be the Principal or their nominated senior academic; this may be an External Senior Academic.

12.3.3 The Chair has overall responsibility for ensuring that appropriate arrangements are made with External Examiners, for chairing the meetings of Boards of Examiners and for monitoring all aspects of the examination process. They also ensure that appropriate weight is given to the comments of the External Examiners and confirm the final list of examination results.

12.3.4 The Secretary to the Board of Examiners is the Academic Registrar who is responsible for:

- a) making appropriate arrangements for liaison with the External Examiners;
- b) prompt notification of the dates and times of Board of Examiner meetings to those required to attend;
- c) the circulation of course assessment regulations, marking schemes used by internal examiners, the full draft mark sheet including a profile of the marks awarded to each student in each piece of assessed work and an analysis of the mean and standard deviation of the marks in each assessment and recommendations on decisions;
- d) taking accurate and comprehensive minutes of Board of Examiner meetings and recording decisions taken and any comments made.

a) CHAIRS' ACTION

12.3.5 Chairs' Action **may** be used for:

- a) the input of grades not available to a prior formal Board of Examiners at which the student and/or the unit were considered;
- b) administrative correction of input and recording errors;

- c) decisions regarding special circumstances recorded as identified by the Student Support Department as in process at the time of the Board of Examiners;
- d) implementing academic appeal decisions reached through the UCO's academic appeals process⁶;
- e) when a student completes their course of study (i.e. submits assessment) after the standard Board of Examiners schedule; Chairs' Action may only be used where the work involved is subject to moderation and / or external examination, to ensure that cohort standards are maintained;

12.3.6 In all cases, Chairs' Actions must be recorded (i.e. reasons for changes) and be noted at the next meeting of the Board of Examiners at which the decision should have been recorded (i.e. the Chair's Action has to be recorded at the next Board of Examiners meeting);

12.3.7 Every Chairs' Action must also be recorded in the appropriate Course Team's records to identify the cause of any administrative delay and to provide a clear record demonstrating that any grade change is made on the basis of one or more of the above grounds and, where a student completes assessment outside standard schedules, to confirm that moderation and / or external examination has been conducted;

12.3.8 Chair's Action **may not** be used to:

- a) decide the results of students or cohorts meeting outside the standard schedule;
- b) change the results of any student on the basis of appeal or complaint.

12.3.9 Once Chairs' Actions have been agreed and recorded in detail by the Boards of Examiners they should be submitted to the Chair of the Academic Council via the minutes of the appropriate Board of Examiners meeting, for ratification.

12.4 PRESENTATION OF DATA TO THE BOARD OF EXAMINERS

12.4.1 The Board of Examiners records its decisions on a series of summary reports and through minutes.

12.4.2 On each report the students are listed in rank order by name with the estimated outcome.

12.4.3 The Board of Examiners will focus on borderline students.

12.4.4 A complete assessment profile is provided for each student.

12.4.5 Where amendments are necessary, these are recorded by altering the decision by marking the appropriate result. These amendments must be made immediately after the meeting by the Secretary to the Board of Examiners and a report of amendments will be produced to be checked by the Chair and appended to the minutes of the meeting.

12.4.6 There are broadly six possible decisions that may be made by the Board of Examiners regarding a student's performance as follows:

- P = Pass and free to progress on a course of study
- DEF = Defer assessment(s)
- REF = Refer assessment(s)
- F = Fail (indicating that student either left the UCO or is required to do so)
- CP = Condoned Pass
- NS = Non-Submission
- LS = Late Submission

NA = Not Answered

ABS = Absent

12.5 UNSCHEDULED BOARDS OF EXAMINERS

12.5.1 Unscheduled Boards of Examiners (in addition to those scheduled) must be conducted where a cohort completes its study at a time outside the standard Boards of Examiners schedule. They must be formed and operated in accordance with the UCO's Academic Regulations (AQF Section 7).

12.5.2 Unscheduled Boards of Examiners must be quorate and be preceded by standard arrangements for moderation and external examination.

12.6 CONFIDENTIALITY OF BOARDS OF EXAMINERS

12.6.1 All discussions at meetings of Portfolio Boards, Pre-Boards of Examiners and Boards of Examiners shall be regarded as confidential, as will the minutes of Boards of Examiners meetings.

12.6.2 Details of the discussion and deliberation at Boards of Examiners meetings will not be disclosed to students, except in very exceptional circumstances and then only with the agreement of the Academic Registrar.

12.7 CONFLICTS OF INTEREST

12.7.1 Any examiner who has family or other personal connection to or relationship with any student other than the normal professional relationship required by his or her role as an academic shall declare that relationship and shall take no part in any discussion relating to that student's performance.

12.8 DISCLOSURE OF EXAMINATION GRADES TO STUDENTS

12.8.1 It must be made clear to students that where grades have not yet been considered by External Examiners or a formal Board of Examiners that these grades are provisional, pending endorsement by the appropriate Board of Examiners.

12.9 APPEALS AGAINST DECISIONS OF BOARDS OF EXAMINERS

12.9.1 Academic appeals are the route by which students may seek reconsideration of the decision of a Board of Examiners. They are the only basis on which changes, other than the correction of administrative errors, may be made.

12.9.2 The criteria for appealing against a decision of the Board of Examiners are detailed in the UCO's Academic Appeals Policy⁷.

12.9.3 The UCO will not consider appeals based solely on a student's disagreement with the examiners' academic judgement.

12.9.4 Complaints upheld in respect of Board of Examiners' decisions already made are transferred to the UCO's Academic Appeals process for action.

12.9.5 Where a student lodges a complaint that is upheld after the relevant Board of Examiners and is found, after submission, to be a valid academic appeal, notification of the outcome of the complaint should be sent to the Vice-Principal (Education), who will initiate the Board of Examiners review as an outcome of an appeal.

AQF12: FORMS & TEMPLATES

Form / Template Reference Number	Form / Template Title
N/A	N/A

AQF12: ENDNOTES

¹ http://intranet.uco.ac.uk/UCO_Committees/: Board of Examiners Terms of Reference

² http://intranet.uco.ac.uk/UCO_Committees/: Portfolio Boards Terms of Reference

³ http://intranet.uco.ac.uk/UCO_Committees/: Pre-Board of Examiners Terms of Reference

⁴ http://intranet.uco.ac.uk/UCO_Committees/: Board of Examiners Terms of Reference

⁵ http://intranet.uco.ac.uk/UCO_Committees/: Board of Examiners Terms of Reference

⁶ http://intranet.uco.ac.uk/policies_and_procedures/: Academic Appeals Policy

⁷ http://intranet.uco.ac.uk/policies_and_procedures/: Academic Appeals Policy