
Terms of Reference: Boards of Examiners (BE)

Date of approval:	Sept 2013, Academic Council
Last Reviewed:	November 2014
Date for Review:	September 2015 (or in line with the University changes)
Version Number:	V3.0
Chair:	A Nominee from the University of Bedfordshire
Secretary:	Academic Registrar

Context

The University College of Osteopathy's (UCO's) undergraduate and postgraduate programmes have three levels of decision-making on student progression and awards: Portfolio Assessment Boards (that review interim (provisional) examination and coursework results and approves them for publication subject to agreement by the Board of Examiners, Pre-Boards of Examiners (that consider Portfolio Assessment Board approved student assessment results and Special Circumstances and proposes student awards and progression for consideration by Boards of Examiners) and Boards of Examiners (this committee).

Boards of Examiners consider the results of assessments at all stages of a course, determine progression and recommend awards, including the classification of awards where appropriate.

For every course leading to an award of the University, the UCO's Academic Council will appoint a Board of Examiners.

No recommendation for the conferment of an award of the UCO's may be made by anybody other than the appropriate Board of Examiners.

The Board of Examiners is accountable to the UCO's Academic Council and the appropriate University Scheme Boards.

Terms of Reference

- 1) To consider the results of assessments at all stages of a course and to determine progression and recommend awards to the UCO Academic Council and University's appropriate Scheme Board of Examiners, including the classification of awards where appropriate;
- 2) To ensure that 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 Vice Principal (Education);
- 3) To determine action to be taken where a student fails to complete all or part of the assessment for a unit and to agree arrangements for the consideration of the performance of those students who have been reassessed, ensuring that External Examiners are appropriately involved;
- 4) To report to the UCO's Academic Council on any matters of policy which may arise from the assessments and their conduct.

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Set Agenda

- 1) Introductions
- 2) Apologies for Absence
- 3) Minutes of the Last Meeting
- 4) Matters Arising from the Minutes of the Last Meeting
- 5) Results of Assessments and Recommendations for Progression
- 6) Prizes
- 7) Comments from Internal Examiners
- 8) Comments from External Examiners
- 9) Any Other Business
- 10) Date of Next Meeting

Frequency of meetings

Boards of Examiners normally take place as follows:

Feb: Professional Doctorate

Jun: M.Ost (Full-Time) / (Part-Time) Final Years

Jul: M.Ost (Full-Time) Years 1 – 3
M.Ost (Part-Time) Years 1 – 4

Sep: Postgraduate Courses

Undergraduate Courses Re-Sit Meeting

(Date of Postgraduate Courses Re-Sit Meeting to be confirmed at the September Board of Examiners Meeting as appropriate).

Composition and Conditions of Membership

The membership of Boards of Examiners shall comprise:

- University of Bedfordshire nominee (Chair)
- The Vice-Principal (Education) (or their nominee)
- The Course Leader (or their academic nominee) for the courses under consideration
- An External Examiner for the courses under consideration
- Academic staff (internal examiners) from the courses under consideration
- Student Support Representative
- The Academic Registrar (Secretary)

An 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.

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Quorum

A Board of Examiners will be quorate when the following are present:

- the University of Bedfordshire nominee (Chair)
- The Vice-Principal (Education) (or their nominee)
- The Course Leader (or their academic nominee) for the courses under consideration
- An External Examiner for the courses under consideration

The Board will reach a decision based on a consensus of Board members.

Exceptionally, where a course is not represented, any decisions in relation to the unrepresented course must be ratified urgently by Chair's action after the meeting, in consultation with the absent parties, then reported to the Academic Council and the next meeting of the Exam Board.

Reporting and Sub-Committees

Reports to:

The appropriate University Scheme Boards (to ratify results)

Academic Council (to note exam assessment process)

Receives recommendations from:

Pre-Boards of Examiners

Amendment Record

Date of Amendment	Type & Summary of Amendment	Amendment Approved By
Nov 2014	Administrative – Wording amendments to reflect current nomenclature of courses.	Head of Quality
Aug 2017	Administrative - Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	PRAG Chair