

Terms of Reference: Pre-Boards of Examiners (PBE)

Date of Approval:	June 2013, Academic Council
Last Reviewed:	June 2013
Date for Review:	September 2015
Version Number:	V2.0
Chair:	The Course Leader of the Course under Consideration
Secretary:	Academic Registrar

Context

Pre-Boards of Examiners (Pre-Boards) 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 University College of Osteopathy's (UCO's) regulations as approved by its validating bodies.

Pre-Boards also identify any Special Circumstances submitted by students which need to be brought to the attention of the Board of Examiners and consider any issues regarding assessment results and the assessment process that have been identified by Portfolio Boards, Course Leaders or Heads of Areas.

Pre-Boards are accountable to the Board of Examiners which makes the formal decision regarding student progression and awards in accordance with its Terms of Reference.

The final decision regarding assessment rests with the UCO's Academic Council which, for University of Bedfordshire (UoB) validated courses, exercises its responsibility through the UoB Undergraduate and Postgraduate Scheme Boards.

Terms of Reference

1. To consider and prepare proposed decisions on the award and progression of students in advance of Boards of Examiners meetings.
2. To consider the particulars of Special Circumstances submitted by students in order to make any relevant recommendations to the Board of Examiners itself without compromising the confidentiality of the circumstances themselves.
3. To consider any issues raised at Portfolio Boards such as complaints, the impact of any action taken by the School that may impact negatively on a students' performance and circumstances arising within the teaching and learning process and performance on profiles which are at variance with the general performance of the cohort to ensure that Boards of Examiners are fully informed of these issues and can consider the circumstances and their impact accordingly.

Frequency of meetings

Pre-Boards of Examiners take place in advance of each Board of Examiners meeting.

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Composition and conditions of membership

The membership of Pre-Boards shall comprise:

- The Course Leader (or their nominee) for the course under consideration (Chair)
- Vice-Principal (Education)
- Academic Registrar (Secretary)

Quorum

A Pre-Board will be quorate when all members (or their representatives as agreed by the Chair) are present.

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

Reporting and Sub-Committees

Reports to:

Boards of Examiners for the courses under consideration

Receives reports from:

Portfolio Boards for the courses under consideration

Amendment Record

Date of Amendment	Type & Summary of Amendment	Amendment Approved By
Aug 2017	Administrative - Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	PRAG Chair