
Terms of Reference: Scrutiny Board (SB)

Date of Approval:	November 2012, Academic Council
Last Reviewed:	April 2014
Date for Review:	September 2015
Version:	V3.0
Chair:	Academic Registrar
Secretary:	Academic Registrar

Context

The University of Osteopathy's (UCO's) Scrutiny Board is a sub-committee of the relevant Course Team. Once the final exam and assessment questions are approved, all material is sent on to the appropriate external examiner for approval/amendment.

Terms of Reference

1. To be responsible for the receipt, consideration and modification of all examination material for the specified course.
2. To ensure that all assessment items are at the appropriate level.
3. To ensure that all appropriate learning outcomes are assessed for the year being considered.
4. To ensure that a high level of written English is maintained throughout all printed assessments.
5. To ensure that overlapping subject areas do not duplicate the content of questions unnecessarily.
6. To ensure a diverse range of assessments.
7. To ensure that assessment methods used are appropriate for the subject they are examining.

Frequency of Meetings

The Scrutiny Board normally meets twice a year.

Composition and Conditions of Membership

Academic Registrar (Chair & Secretary)

Course Leader (as appropriate)

Unit Leaders concerned relevant to the assessment under scrutiny

Heads of Area concerned relevant to the assessment under scrutiny

Student Learning Advisor

Appropriate Internal Examiners

Members serve as a condition of their role.

Quorum

The Scrutiny Board is quorate when all relevant of the members are present including the Chair (or alternate Chair, as agreed by the Chair).

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Reporting and SubcommitteesReports to:

The Scrutiny Board reports on the outcomes of its meetings to the Course Team.

A summary report is also presented to Academic Council.

Receives reports from:

N/A

Amendment Record

Date of Amendment	Type & Summary of Amendment	Amendment Approved By
April 2014	Minor - Wording amendments and amendment to Membership.	Vice-Principal (Education)
Aug 2017	Administrative - Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	PRAG Chair