****

**Faculty of XXX**

**School of XXX**

**Programme Award and Title**

**MINUTES OF THE BOARD OF EXAMINERS**

**Date, Time, Location**

***Guidance notes are provided in red and must be removed.***

**Present:** *List attendees clearly identifying the chair, deputy chair, academic registrar or nominee and external examiner(s) – you may wish to present in a tabular format*

**In Attendance:** *give name of minute taker and any others in attendance, who are not formal members of the Board*

1. **Apologies for Absence:**

Apologies were received from:

*List those who have given apologies – if this includes an external examiner include a sentence along the lines of the following:*

The Board noted that the meeting was taking place in the absence of an external examiner for the following reason:

It was noted that the external examiner had given permission for the Board to proceed in their absence and had provided a written report of the assessments undertaken prior to the Boards for the consideration of the Board.

1. **Chair’s Communications**

*May include aspects such as reminder of confidentiality, confirmation that a pre-board has been held and any issues around the assessment process such as disruption of examinations. There may be none.*

1. **Declarations of Interest:**

The Chair invited members to declare any personal interest they might have.

*Either*

None were noted.

*Or*

The following declarations were made:

*Note any declarations and the action taken.*

1. **Minutes of the last meeting of the Board of Examiners held on *date***

*Either*

The minutes were received and agreed as an accurate record.

*Or*

The minutes were received and agreed as an accurate record subject to the following amendments:

* *List amendments*
1. **Matters arising from the Minutes of the last meeting of the Board of Examiners held on *date***

*List the action taken in response to each matter arising including the minute number / action point to which the update relates.*

1. **Report on Chair’s Actions taken since the last meeting**

*Either*

The Board noted that no decisions had been made on the Board’s behalf since its last meeting.

*Or*

The Board noted and ratified the chair’s actions taken since the last meeting of the Board of Examiners as follows:

*List the chair’s actions taken so they are included in a formal set of minutes. This can be a cut and paste of the chair’s action report where appropriate.*

1. **Consideration of module performance**
2. **Consideration of student mark profiles**

*May wish to present in table format and break down in to different levels of the programme. To include decisions for progression/award and consideration of special cases (where relevant): plagiarism, academic misconduct, approved extenuating circumstances requests, recommendations to the Academic Board to use its discretion notwithstanding the regulations, recommendations for aegrotat and posthumous awards, with decisions*

1. **Accreditation of prior experiential learning (where relevant)**

*Either*

The Board noted that there were no applications from students for the award of specific APEL credit.

*Or*

The Board noted the award of specific APEL credit as follows:

*May wish to present in table format*

1. **Reassessment activities**

*Decisions regarding reassessments for individual students will be considered as part of the student mark profiles – this section should cover arrangements for reassessments.*

1. **Prizes and Awards**

*List any prizes and awards made*

1. **External Examiners’ Oral Report(s)**

The Board noted the following comments:

1. **Any Other Business**

*Either*

There were no items of other business raised.

*Or*

The Board dealt with other business as detailed below:

1. **Date of Next Meeting**

The Board agreed the following arrangements: