**Section 1 – For completion by the Nominee of the Director of Planning & Academic Administration**

Programme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Board: Interim / End of Stage / Combined Honours / Reassessment / Exceptional Reassessment *(please delete)*

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ P&AA Attendee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Operation of the Board:

Please comment on the operation of the Board.

Areas for inclusion should include general attendance by Board members including External Examiners, arrangements to support External Examiner attendance via electronic means (where relevant), use of the University agenda template and any other general operational matters.

Comments

### Quality:

Please comment on quality matters.

Areas for inclusion should include the accuracy of the student profiles in terms of inclusion of marks for all modules / students due to be considered, report on chair’s action taken since the last Board, commentary on the scale and nature of decisions referred by this Board for Chairs Action, any significant quality concerns raised at the Board by the External Examiner / Board members and any other general quality matters.

Comments

### Role of the Nominee of the Director of Planning & Academic Administration:

Please comment on any input required by yourself to the Board proceedings and the nature of the intervention / area of queries that arose

Comments

**Section 2 – For completion by the Chair**

Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Significant Issues:

**Do you have anything further to add to the information provided above by the Nominee of the Director of Planning & Academic Administration in relation to Operation of the Board, Quality or the Role of the Nominee?**

**Were there any significant issues that arose at the Board of Examiners that you wish to bring to the attention of the Head of School (where not the Chair), Faculty Director of Quality and/or Faculty Director of Operations?**

Comments

*If there were no significant issues, please state this in the box above and send the completed form to the Head of School (where not the Chair), Faculty Director of Quality and the Faculty Director of Operations.*