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**Text highlighted in yellow should be edited by the administrator for each Board**

**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, programme director, and external examiner(s) – you may wish to present in a tabular format*

**In Attendance:** *Director of Planning & Academic Administration or nominee, 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:*

If needed: “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. Where the External Examiner is attending the meeting ‘by electronic means’, the Chair should check that they were doing so from a confidential location and the following text should be included:*

It was noted that:

The purpose of this Interim Board of Examiners is to consider and ratify the marks for modules that have completed during Semester 1. The Board will be able to make the following decisions about module outcomes: Pass / Not Passed / Deferred / Pending. The Board will not make decisions on the eligibility and timing for reassessment.

If needed: “It was noted that the external examiner was attending the meeting ‘by electronic means’. The external examiner confirmed that they were participating from a location where the confidentiality of the Board of Examiner meeting would be maintained for the duration of the meeting.”

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. **Confirmation of marking arrangements including special arrangements**

*To note that the University arrangements for second marking and where relevant moderation has taken place and to confirm that special arrangements have been applied as approved.*

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 Marks for Modules delivered in Semester 1 (for each module)**

The Board approved the marks presented for the following modules and shown in the Appendices. The Board noted the following in relation to student marks where a module was not confirmed as passed:

*This section only needs to include the names of students where the decision was not PASS. The Module Profile from the Board should be saved with the minutes as an Appendix to show all students considered by the Board.*

**MODULE CODE1**

|  |  |  |
| --- | --- | --- |
| **Student Name** | **Student ID** | **Decision**  |
| An Example | ABC12345678 | e**.**g. **Pass with deferrals offered**Components deferred: ASSESSMENT, ASSESSMENTDeferred assessment to be completed in Semester 2.**See Guide to Administration of Interim Boards for exact text for different scenarios** |
| A second Example | ABC98765432 | e.g. **Not Passed**Components not passed: ASSESSMENT  |

**MODULE CODE2**

|  |  |  |
| --- | --- | --- |
| **Student Name** | **Student ID** | **Decision**  |
| An Example | ABC12345678 | e**.**g. **Pass with deferrals offered**Components deferred: ASSESSMENT, ASSESSMENTDeferred assessment to be completed in Semester 2.**See Guide to Administration of Interim Boards for exact text for different scenarios** |
| A second Example |  |  |

1. **Consideration of Marks for Trail & Progress / ABSJ Modules**

The Board approved the marks presented for the following modules and shown in the Appendices. The Board noted the following in relation to student marks where a module was not confirmed as passed:

*This section only needs to include the names of students where the decision was not PASS. The Module Profile from the Board should be saved with the minutes as an Appendix to show all students considered by the Board.*

**MODULE CODE1**

|  |  |  |
| --- | --- | --- |
| **Student Name** | **Student ID** | **Decision**  |
|  |  |  |

1. **Students to be considered by the Interim Trail & Progress / ABSJ Board of Examiners (including Withdrawn Students)**

The Board noted that students who have undertaken assessment in Semester 1 through Trail and Progress or ABSJ will have their overall profile reviewed by an Interim Board. The following students will be referred to the Interim Board:

|  |  |
| --- | --- |
| **Student Name** | **Student ID** |
|  |  |

This should be a list of each student that will be considered by the Interim Trail & Progress / ABSJ Board of Examiners (as opposed to each module).

The Board noted that students who have formally withdrawn from their studies prior to this meeting will be referred to the Interim Trail and Progress/ABSJ Board of Examiners to have their total credits and any awards confirmed. The following students will be referred to the Interim Board:

|  |  |
| --- | --- |
| **Student Name** | **Student ID** |
|  |  |

1. **Assessments Deferred to Semester 2 (to be listed in the minutes)**

The Board noted that assessments deferred from Semester 1 must be completed by the end of Semester 2. Examinations will be scheduled in the Semester 2 Assessment Weeks. Coursework must be submitted by Friday 18th May 2018. Deferred examinations must have a deferral paper set and submitted to Planning & Academic Administration by 23rd March. Deferred assessment is expected for the following modules and assessment components:

|  |  |  |
| --- | --- | --- |
| **Module Code** | **Assessment Component** | **Responsibility / Module Leader** |
| MODULE1 | Essay |  |
| MODULE1 | Examination |  |

1. **Reassessment Plans**

The Board noted that eligibility for reassessments in these modules will be confirmed by the End of Stage Board. However, the following Semester 1 modules are likely to require reassessment to be set for the July reassessment period. Reassessment examination papers must be set and submitted to Planning & Academic Administration by 23rd March.

|  |  |  |
| --- | --- | --- |
| **Module Code** | **Assessment Component** | **Responsibility / Module Leader** |
| MODULE1 | Essay |  |
| MODULE1 | Examination |  |

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

*Either*

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

*Or*

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

*May wish to present in table format*

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: