



STEPHENSON COLLEGE

Assessment Board

1. The discussions which will be held during the course of the Board meeting are strictly confidential and should not be divulged outside of the Board. Provision Module Results Lists will be available on Learn net as soon as possible following the Assessment Board. Final module results will be published as soon as possible after the External Examiner visit.
2. The Outcomes agreed at the Board will be published on Tokopen.
3. If marks are held by lecturers on their own databases they must ensure that the data held is accurate. It is an offence to hold incorrect personal data under the Data Protection Act.

ASSESSMENT BOARD

Composition

- Chair: HE Programme Leader, independent of the programme under consideration.
- Programme Leaders(s).
- Programme Delivery tutors.
- IV (if additional to above).
- Other managers may attend.

Terms of Reference

To undertake a performance review of module and student results across the entirety of the H.E. programme under consideration. The Assessment Board is a subcommittee of the HE Board of Studies.

1. To oversee assessment procedures operating at programme level, to confirm assessment outcomes are in accordance with the regulations validated for specific programmes (if applicable).
2. To review the way in which standards are achieved and are being maintained at programme level.
3. To confirm the award and progression results for individual students with regard to Award Template and or credit requirements.
4. To receive exceptional written requests from the Programme Leader of any outstanding results requiring acceptance and approval with reasons for late submission referral or change.
5. To consider any exceptional student cases at Programme level. This will apply to those students whose overall performance has in some way been affected by documented extenuating circumstances that require a Programme overview decision.
6. Recommendations must be submitted to the Board of Studies. To consider reports submitted by the Programme Leader on students who have not responded to guidance and who are continuing to perform at a level that gives cause for concern that may lead to a formal restriction or redirection of studies. Recommendations must be submitted to the H.E. Board of Study.
7. To identify the deficiencies in student profiles that prevent progression/completion and to record appropriate actions for academic counselling advice and guidance.
8. To act in accordance with the outcome of any appeals which may have been upheld.

9. To implement recommended academic offence outcomes as determined through the procedures for academic offences.
10. To meet any additional requirements of the professional body or other external agency.

Frequency of Meetings

The Subject Board shall meet prior to the HE Building of Studies at the end of each semester, once assessments conducted during this semester had been marked and I.V.'d.

Standing Agenda Items

1. Present.
2. Apologies for absence.
3. Minutes of previous meeting.
4. Matters arising.
5. To note any changes in the Award Body assessment regulations since the last Board meeting.
6. To receive and consider that Internal Verification and External examine minutes and reports. To identify areas of good practice worthy of dissemination.
7. Consideration of results and extenuating circumstances which may have come to light during I.V.
8. Confirmation of deadline for submission of deferred work.
9. External examiners comments. Progress with External Verifier and External Examination action plans?
10. To identify deficiencies that prevent progressions/completions.
11. To note any appeals made against assessment decisions.
12. To note any academic offences reported.
13. Action points arising out of the above process.