

## **Constitution and Function of Boards of Examiners**

### **1.1. Constitution and Terms of Reference of Boards of Examiners**

#### **Purpose**

On behalf of Academic Board to exercise the fair and just use of regulations and uphold academic standards in respect of the assessment of students on taught courses.

#### **Terms of Reference**

Within the terms of the programme specification of an individual course and Royal Veterinary College regulations to be responsible for and have authority to deal with:

The approval of the questions and format used in examination papers and other forms of assessment.

The moderation of marking standards and so the approval of the results.

Decisions relating to the progression of students and termination of study.

Recommendation to Academic Board for the conferral of awards upon individual students.

Consideration of the spread of results and the quality of students' work in order to report upon:

The nature, appropriateness and conduct of forms of assessment.

The standards set and the standards achieved.

The performance of students.

## Membership

Chair - nominated by the Academic Board being a senior member of academic staff who has undergone relevant training at RVC and has not been involved in the assessment of students (or whose involvement has been very limited) for the course in question.

## External Examiner(s)

Course Director and Year Leaders (where appointed)

All academic staff contributing to the assessment of students. All other teachers contributing to the assessment of students.

In attendance: Secretary, who has undergone relevant training at RVC appointed by the Academic Registrar.

## Quorum:

Chair

At least one external examiner.

Course Director (where appointed) or nominated deputy.

At least five members of contributing members of academic staff providing all sections of the course are represented.

## **1.2. Boards of Examiners**

- 1.2.1 The Examination for each course shall be conducted by a Board of Examiners. Where a course has more than one Board of Examiners the structure of Boards shall be approved by Academic Board.
- 1.2.2 Any member of the staff of the College who materially contributes to the course of study shall be eligible to be appointed as an Internal Examiner after serving one year as an Assistant Examiner, provided normally that he or she has attended a course in assessment deemed satisfactory by the Chairman of the Teaching, Learning and Assessment Committee.
- 1.2.3 The Academic Board shall be responsible for the appointment of Internal Examiners.
- 1.2.4 The Board of Examiners shall have a Chairman and Deputy Chairman appointed by the Academic Board. Normally, a member of staff with substantial responsibility for a course shall not serve simultaneously as Chairman of a Board of Examiners in respect of that course.
- 1.2.5 The Chairman of the Board of Examiners may appoint Assistant Examiners, who will be members of College staff or postgraduate students (including Clinical Training Scholars and those studying for Master's or Doctoral degrees), to assist in the marking of scripts and in the conduct and marking of practical components of the examination. Staff members so appointed shall also be eligible to assist in setting examination papers. Postgraduate students so appointed may not examine at a Level higher than that to which they are themselves qualified. Assistant Examiners shall not participate in exclusively oral examinations unaccompanied by an Examiner, but may take part in examinations of specimens or animals, where these are components of a more complex oral examination; they shall not be entitled to attend meetings of the Boards of Examiners.
- 1.2.6 The Academic Board may appoint Assessors, who shall normally be members of the permanent academic staff of another institution or individuals of similar standing and/or experience, to assist in the setting and marking of examination papers in specialist areas of the curriculum.

Assessors shall be entitled to attend meetings of the Board of Examiners and to participate in its discussions, but may not vote.

- 1.2.7 An Examiner should normally have no close personal involvement with a candidate. College staff and Clinical Training Scholars should not take part in the assessment of a candidate with whom they have close personal involvement.

### **1.3. Duties of External Examiners**

- 1.3.1 The External Examiners are asked to look at a sample of scripts. The External Examiners flag at the Exam Board Meeting any batches of marking that lack annotations for the purpose of helping to determine why a mark(s) has been provided.

The Exam Board Chair confirms the findings of the External Examiners with the Exams Office. The Exam Board Chair has two options:

- (i) To liaise with the individual internal marker(s) and provide feedback on how their annotations may be improved next time.
- (ii) To liaise with the individual internal marker(s) Head of Department with the expectation that they will discuss a lack of annotation with the relevant individual.

- 1.3.2 The duties of External Examiners include:

- (a) Ensuring that the assessment schedule satisfies the objectives of the course and covers the specified content.
- (b) Approving all written examination papers.
- (c) Confirming that the standard of marking is satisfactory, by scrutinising a sample of scripts and, optionally, coursework.
- (d) Observe oral examinations.
- (e) Observing clinical examinations
- (f) Ensuring that there are no irregularities in the conduct of the Examination and that it has been conducted in accordance with the Regulations.
- (g) Attending meetings of examiners held to determine the results of examinations, and participating fully in all their decisions.
- (h) Approving results by signing lists of results.
- (i) Submitting a report to the College at the conclusion of each Examination. When appropriate, External Examiners may submit a confidential report to the Principal.

- 1.3.3 External Examiners may make representations to the Principal if they are dissatisfied with any decision of a Board of Examiners.

#### **1.4. Meetings of Boards of Examiners**

- 1.4.1 The results of the examination shall be determined by meetings of the Board of Examiners. Such meetings shall have a formal agenda.
- 1.4.2 No persons other than the examiners, assessors and administrative staff responsible for examinations shall be permitted to attend meetings of the Board of Examiners, except that assistant examiners may be invited to attend for discussion as required.
- 1.4.3 Records of the candidates' marks in class tests, formal course work, and practical assessments shall be available for inspection.
- 1.4.4 The result of the examination shall be determined in accordance with the approved assessment regulations for the course
- 1.4.5 The views of the External Examiners must be particularly influential in the case of disagreement about a particular candidate, but the decision shall be arrived at by a majority vote of the examiners present. The Chairman shall have a casting vote in addition to his or her own vote.
- 1.4.6 A record shall be kept of each meeting of the Board of Examiners at which the results of examinations are determined, and particularly of those cases which required special consideration.

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<b>Amended by:</b>	Academic Quality Manager 27.11.17
	Academic Quality Manager 25.04.16
<b>Amendments approved by:</b>	TQC and LTAC - 2017
	LTAC - 09.03.16