# Procedure, Criteria and Nomination Form for appointment of

# Chairs and Deputy Chairs of Boards of Examiners

Appointment process

This procedure applies to the following appointments:

* Exam Board Chair
* Exam Board Deputy Chair

**To appoint a new Chair or Deputy Chair of Exam Board, the nominee’s Head of Department should complete the nomination form on page 3 electronically and return it together with the nominee’s short CV (CV template at the end of the nomination form) to the Academic Quality Administrator ‘Standards’,** [**AQOfficerSE@rvc.ac.uk**](mailto:AQOfficerSE@rvc.ac.uk)**. Approval will then be sought from the Head of Exams and thereafter Academic Board.**

Academic Board should receive details of Exam Board Chairs and Deputies at the first meeting of the academic year for information and note where replacements or, in exceptional cases, re-nominations are required. Academic Quality Administrator ‘Standards’ should ensure that these processes are carried out.

Appointment criteria

Where a nominee does not satisfy the criteria in full, the nominee’s Head of Department must provide an explanation of why the nominee is nevertheless considered qualified.

**Chair of Exam Board** should:

* be independent of the course i.e. nominee should not hold a role of a curriculum manager for the course or year of the course and ideally should not have been involved in the delivery of teaching and assessment for the course or year of the course to which Board they are being appointed;
* be permanent members of RVC staff i.e. nominee cannot be in their probationary period, and should be at the level of a lecturer or above;
* have served as Deputy Chair i.e. a nominee would have shadowed the Exam Board Chair to gain the experience of chairing main and resit exam boards, as described in the next section of this document within the appointment criteria of a Deputy Chair of Exam Boards.
* have completed the necessary training and induction i.e. a nominee should have completed the training and attended a session for new and existing Exam Board Chairs and Deputies at the Annual Inset Day organised by Educational Development (Learning and Wellbeing), familiarised themselves with the documents listed in the **[Appendix 1](#Appendix1),** as well as with the Exam Board Terms of Reference, membership and its business, the protocols of running the meetings, the outcomes of meetings and progress on actions.
* have met any requirements set by any relevant PSRBs and collaborative partner for the course in question.

Exam Board Chairs are normally appointed for a period of 4 years. The appointment can be renewed after 4 years for a maximum tenure of 8 years.

**Deputy Chair of Exam Board** should:

* be independent of the course i.e. nominee should not hold a role of a curriculum manager for the course or year of the course and ideally should not have been involved in the delivery of teaching and assessment for the course or year of the course to which Board they are being appointed;
* be permanent members of RVC staff i.e. nominee cannot be in their probationary period and should be at the level of a lecturer or above. They do not necessarily need to have previous experience of chairing Exam Boards (this would help widen the pool of candidates for this position).
* Deputy Chairs are gradually appointed to the role by observing the work of the Chair in their 1st year of appointment. They are expected to get increasingly involved, in their 2nd and 3rd years of appointment, by chairing either the main or resit Exam Board, with support of the Chair, and take on full ownership of chairing both, the main and resit Exam Boards in their 4th year while being shadowed and supported by the exiting Chair.
* have completed the necessary training and induction i.e. a nominee should have completed the training and attended a session for new and existing Exam Board Chairs and Deputies at the Annual Inset Day organised by Educational Development (Learning and Wellbeing), familiarised themselves with the documents listed in the [**Appendix 1**](#Appendix1)**,** as well as with the Exam Board Terms of Reference, membership and its business, the protocols of running the meetings, the outcomes of meetings and progress on actions.
* have met any requirements set by any relevant PSRBs and collaborative partner for the course in question.

**Board of Examiners**

**Chair/Deputy Chair Nomination Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of nominee** |  | | |
| **Name of person to be replaced** |  | | |
| **Role** (please delete as appropriate) | Exam Board Chair / Exam Board Deputy Chair | | |
| **Course/ Year of the Course** |  | **Start date: (mm/yy)** |  |

If the nominee does not meet, in full, the appointment criteria please state why the nominee is nevertheless considered suitably qualified.

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| --- |
|  |

**\*\*\*** Please attach a copy of the nominee’s short **Curriculum Vitae** – Thank you!

**Confirmation**

The following signatures are required before an Exam Board Chair/Deputy can be confirmed in place.

1. *Signature of nominee*

*Date:*

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1. *Print name and signature of the nominee’s Head of Department Date:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

1. *Print name and signature of Head of Exams Date:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

1. *Print name and signature of Academic Board Chair*

*Date:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

## ***Curriculum Vitae***

# Name:

# Position:

# Department:

# Date of Appointment:

# Qualifications:

# Teaching Responsibilities:

# Research Interests:

# Administrative Responsibilities (within the RVC):

# External Commitments:

**Appendix 1**

Documents of benefit to guide Chairs of the Board of Examiners to perform their role:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **Contents** | **Type of document** | **Responsible for updating/checking the section/document** | **Responsible for publishing** |
| [Constitution and Function of Exam Boards](https://www.rvc.ac.uk/Media/Default/About/Academic%20Quality,%20Regulations%20and%20Procedures/Examiners%20and%20Assessment/Constitution%20and%20Function%20of%20Boards%20of%20Examiners-1.pdf) | Describes the makeup and duties of members of the Board | Regulatory | Academic Registrar | Academic Registrar |
| [Code of Practice for Pre Meetings to Boards of Examiners](https://www.rvc.ac.uk/Media/Default/About/Academic%20Quality,%20Regulations%20and%20Procedures/Examiners%20and%20Assessment/CoP%20for%20Pre%20Meetings%20to%20Boards%20of%20Examiners.pdf) | Business to be dealt with prior to formal meetings of Boards of Examiners | Procedure | Head of Exams | Head of Exams |
| [Setting Examination Papers](https://www.rvc.ac.uk/Media/Default/About/Academic%20Quality,%20Regulations%20and%20Procedures/Examiners%20and%20Assessment/Setting%20Examination%20Papers.pdf) | How written examination papers have to be set | Procedure | Head of Exams and Director of Assessment (Clinical) & Director of Assessment (Pre-Clinical) | Head of Exams |
| [How Exams are Marked](https://www.rvc.ac.uk/Media/Default/About/Academic%20Quality,%20Regulations%20and%20Procedures/Examiners%20and%20Assessment/How%20Examinations%20are%20Marked-2.pdf) | How exams should be marked eg Sample and Double marking requirements etc. | Procedure | Director of Assessment (Clinical) & Director of Assessment (Pre-Clinical) | Head of Exams |
| [Guidance for Boards of Examiners concerning major project resubmission](https://www.rvc.ac.uk/Media/Default/About/Academic%20Quality,%20Regulations%20and%20Procedures/Examiners%20and%20Assessment/Guidance%20for%20Boards%20of%20Examiners%20concerning%20major%20project%20resubmission.pdf) | What and how to decide when a student has failed a project​ | Guidance | Head of Exams | Head of Exams |
| [Responsibilities and Guidance on annual activity for Course Directors or BVetMed Year Leaders](https://www.rvc.ac.uk/Media/Default/About/Academic%20Quality,%20Regulations%20and%20Procedures/Examiners%20and%20Assessment/Responsibilities%20%20Guidance%20on%20annual%20activity%20for%20Course%20Directors%20or%20BVetMed%20Year%20Leaders.pdf) | The course director’s responsibilities in relation to examinations | Guidance | Head of Exams | Head of Exams |
| [Responsibilities and Guidance on annual activity for Chairs of Boards of Examiners](https://www.rvc.ac.uk/Media/Default/About/Academic%20Quality,%20Regulations%20and%20Procedures/Examiners%20and%20Assessment/Responsibilities%20of%20Examination%20Board%20Chairmen%2028.11.17.pdf) | The chair’s responsibilities in relation to examinations | Guidance | Head of Exams | Head of Exams |
| Academic Standards, Adjustments and inclusive practice:  [Making adjustments for Examinations - statement of required competencies and Guidance for Students and Chairs of Boards of Examiners](https://www.rvc.ac.uk/Media/Default/About/Academic%20Quality,%20Regulations%20and%20Procedures/Examiners%20and%20Assessment/Making%20adjustments%20for%20Examinations.pdf) | What is allowed in terms of making adjustments | Policy​ | Head of Advice Centre and both Directors of Assessment | Head of Exams |

Other documents that are very useful for Chairs of Exam Board Training are the relevant [Assessment and Award Regulations](https://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures) and [Marking Schemes](https://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures#panel-exams-assessment), plus lists of the relevant [Curriculum Managers](https://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures/curriculum-managers) and [External Examiners](https://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures/external-examiners#panel-lists-of-examiners).