

Statement of Responsibilities and Guidance on annual activity for Chairs of Boards of Examiners

Early in the Year

Where necessary, to adjudicate on whether it is appropriate for an Internal Examiner who has declared personal involvement with a candidate to participate in the assessment of that individual;

To check that you personally understand the assessment regulations. Are there any 'sudden death' regulations that you should be aware of.

To work with the Disability Officer to agree adjustments for students with Special Needs according to the set procedure.

Paper and assessment preparation

To ensure the papers have been approved by the External Examiners

End of Year exams season

To ensure you understand the presentation of the results sheet.

To refer to the Academic Registrar if there are any concerns about the progress of examination administration.

A few days before the Board meeting

Go over all of the results and look out for any 'difficult cases'. Take advice if needs be from the Academic Registrar. Hold the 'Pre Meeting' with the course leader and Board Secretary.

Go over the Standard Agenda for Board meetings and check that you are comfortable with each item. Ensure you are informed about the external examiners. If the externals are present to discuss any difficult cases with them

During and After the Board meeting

To act as Chairman at the meeting of the Examination Board to consider the results of the Examination in so doing:

To mind about openness, equity and probity.

This means that through use of the regulations and procedures you ensure that the Board has operated properly. 'Properly' means that the Board:

- Was constituted correctly.
- That all matters were openly discussed and recorded at the Board (even the horrid mistakes).
- That the Board operated to its fullest responsibility but within its remit.
- That the students are treated equally and fairly.
- That the students are treated reasonably. (To agree a resit to be taken two days after the student has their result is not usually reasonable).
- To ensure there is a clearly identifiable reason for each decision.

To mind about Academic Standards on behalf of Academic Board

This means that through the correct use of our procedures, standards are safeguarded. Even external examiners have to use the procedures correctly! So make sure that;

- There are reports that the moderation of work has been undertaken.
- There are no reports of 'strange' results processing or changes of marks.
- That the Board covers all student cases. (If too many decisions are remitted to Chair's action then the Board as a whole is being undermined).
- That the Board follows its regulations yet 'owns' its regulations. If there is full, clear and open agreement that a regulation - especially a new one - is producing a 'wrong' decision, then a proposal for change can be effected.
- That the Board is discussing standards and student achievement in the round and not just noting individual students' results.

To ensure the Board is fully aware of any questions of the standard of marking raised by the external examiners and that there is understanding of any questions that might not be in some way completely reliable. To connect any such unreliability with the assessment regulations so that the full effects are understood.

To refer to the Academic Registrar when in any doubt.

To ensure the final results sheet(s) is/are signed by the External Examiners, the Secretary and Chairman of the Examination Board;

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:

1. To liaise with the individual internal marker(s) and provide feedback on how their annotations may be improved next time.
2. 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.

After the Board

To review the minutes of the meeting.

Author:	Academic Registrar – J Clark
Amendments approved by:	TQC and LTAC - 2017
Amended by:	Academic Quality Administrator 27.11.17