

# Quality Code for Higher Education

## Examination Boards

**Reference Code:** 11.1  
**Version:** 4.1  
**Date:** August 2016

**Date of Implementation:** August 2016

**Originator:** Higher Education & Skills  
**Approval by:** Higher Education Learning & Teaching Committee

**Date for Review:** July 2017

**Description:**

**Responsibilities:** Higher Education Learning & Teaching Committee  
Academic Heads / Curriculum Managers / Curriculum Leader(s)  
Higher Education & Skills

**NOTE: Where the awarding body has different requirements this will take precedence over the College's Code**

**Applications for exemptions to:** Higher Education Learning & Teaching Committee

**Report Exemptions to:** Higher Education Learning & Teaching Committee

**Links to UK Quality Code for HE:** Not applicable

11.1

## **Membership**

***Membership should include a minimum of two from the following -***

Director of Higher Education & Skills (Chair)  
Academic Head  
Higher Education & Skills

***Representatives from Academic Department should be -***

Curriculum Manager  
Curriculum Leader(s) or representative(s) from the course team who deliver on the programme and the Examinations Department

## **Transcripts**

All transcripts should be made available to the Higher Education & Skills Department, 7 working days prior to the meeting of the Examination Board, with a copy sent to the Examinations Department to be maintained as a central record using form.

## **Rationale**

The Examination Board is the mechanism whereby decisions regarding progression and awards are made

- It will sit to receive other relevant qualitative information about the circumstances of individual candidates, such as that provided by Extenuating Circumstances forms
- to make recommendations regarding the progression status of candidates and to make recommendations regarding the awards, to be made to candidates
- it will make recommendations to which students' progress to the next stage of their course, either by virtue of passing all modules or through compensation
- which students must undertake reassessment in order to progress
- It will consider cases in which students have been affected by accepted Mitigating /Extenuating Circumstances in one or more modules.
- Consider any claims of academic misconduct (cheating & plagiarism)
- Any academic appeals

**Formal minutes of the proceedings, recording results and the reasons for recommendations relating to cases requiring discussion should be recorded at each Examination Board meeting, by the Higher Education & Skills Department.**

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