



Unit Board

Terms of Reference

Delegated Authority and Purpose	<p>The Unit Board is responsible for confirming the accuracy of marks and that appropriate marking and moderation processes have been applied in accordance with the University's assessment regulations.</p> <p>The Unit Board has authority, delegated by Senate, to make adjustments to cohort unit marks where consideration of benchmarking data indicates this is warranted.</p>
Main responsibilities	<ol style="list-style-type: none"> 1. To confirm final unit marks to the Programme Board. 2. To oversee unit monitoring and to take action as a result of unit monitoring, including moderation where required. 3. To ensure all marks presented have been marked in accordance with the marking and moderation policy, and that all recorded marks have been fully checked and confirmed as accurate by unit leaders. 4. To confirm appropriate oversight of assessment and marking by the external examiner(s). 5. To ensure any issues experienced in the delivery and/or assessment of each unit have been considered and, where necessary, action taken. This may include recommendations for action to the Programme Board relating to circumstances that have affected a cohort of students for a particular unit or assessment. 6. To scrutinise the range of marks for each unit, taking account of appropriate data benchmarks. 7. To recommend appropriate methods of reassessment for units with failed candidates to the Programme Board. 8. To apply the assessment regulations in the light of University requirements in a transparent manner and to ensure fairness and parity to students. 9. To refer actions and issues affecting quality and standards to Faculty Academic Standards and Education Committee as appropriate.
Duration	Permanent
Chair	Executive Dean (or nominee)
Deputy Chair	Nominated by Executive Dean
Management and Support	Faculty/Partner Administrative staff, arranged by the relevant Faculty/Partner

Membership (Quorum in bold)	<p>Executive Dean or nominee (Chair), Head of Department or nominee Programme Leader(s) (or representative) Unit Leaders (or representatives)</p> <p>Deputy Chair (nominated by Executive Dean) Secretary (nominated by Education Service Manager) Clerk (nominated by Education Service Manager) Independent Member from QAEG (as appropriate)</p> <p>Academic Quality representative (as required)</p>
Usual Number of Meetings	As required within each Faculty or Department. Minimum of once per year.
Reporting Line	Programme Board
Minutes	Formal minutes to inform Programme Board.
Sub-committees	None
Publication	Minutes of the Unit Board are confidential and are not published
Notes	

Policy and Committees use only:

Final approval by:	Education Committee	Version number:	
Approval date:		Notes:	
Date of last review		Due for review:	