



**Bournemouth
University**

Exceptional Circumstance Board

Terms of Reference

Delegated Authority and Purpose	The Exceptional Circumstance Board is responsible for considering all applications for circumstances to be taken into account by Assessment Boards submitted by individual students and for determining the validity and severity of those circumstances.
Main responsibilities	<ol style="list-style-type: none"> 1. To consider circumstances submitted by individual students (with supporting evidence in line with the University's policy, received within the stipulated deadline). 2. To determine the validity of the application and evidence submitted. 3. To consider the severity and timing of any Exceptional Circumstances
Duration	Permanent
Chair	Dean (or Nominee)
Deputy Chair	Not applicable
Management and Support	Secretary/Clerk/Minute-taker as appropriate
Membership	Dean (or Nominee) (Chair) Programme Leaders Programme Support Officer (Secretary) Year Tutors (where applicable)
Quorum	50% + 1 (See Note 2)
Usual Number of Meetings	Exceptional Circumstance Boards are held by all Faculties and are managed either at Faculty, Department or Programme level dependent on the preference of the Faculty and volume of circumstances to be considered. For regional Partners, Academic Quality may alternatively hold at least one meeting per year at each Partner across all Faculties and programmes being delivered.
Reporting Line	The Exceptional Circumstance Board reports to all relevant Assessment Boards
Outcomes report	The outcomes of the Exceptional Circumstance Board are recorded on the Exceptional Circumstances Board Report and recorded for consideration at the relevant Assessment Board(s)
Sub-committees	None
Publication	Not applicable



Notes	<p>Note 1: The Exceptional Circumstances Board shall not consider:</p> <ul style="list-style-type: none"> (a) Circumstances affecting the whole cohort. These will be considered directly by the Assessment Board (b) A student whose learning needs have been assessed by Additional Learning Support and where that student has received appropriate academic and / or personal support throughout the duration of the academic year that is under consideration. <p>Note 2: Exceptional Circumstances Boards should be chaired by the same person within a Faculty and throughout an academic year to help ensure parity of treatment for all students by developing their experience in the range of circumstances submitted.</p> <p>As a minimum, the Exceptional Circumstance Board should consist of:</p> <ul style="list-style-type: none"> • Dean (or nominee) – Chair • An appropriate Programme Leader for each application under consideration (although any individual may not be present for the whole meeting) • Relevant Administrator acting as secretary for each student under consideration <p>Documentation Required</p> <ul style="list-style-type: none"> • Exceptional Circumstances Board Report showing the details of all students being considered The application form and supporting evidence for all applications under consideration • Relevant Assessment Schedule(s) • The Policy and Procedure, “Exceptional Circumstances, including extensions” • Records of coursework extensions and exam postponements
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Policy and Committees use only:

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