

## BOURNEMOUTH UNIVERSITY

### PREPARATORY BOARD

#### Date & Time

#### Location

#### AGENDA

1. Introductions and context
  - 1.1. introduction and welcome by Chair
  - 1.2. apologies
  - 1.3. declarations of any conflicts of interest
  - 1.4. reminder of Terms of Reference of the Preparatory Board, Assessment Regulations and Assessment Board Decision Making Policy and Procedure
2. All units to be presented by the relevant Unit Leader (or nominee), to include in all cases
  - 2.1. confirmation of independent marking/moderation arrangements
  - 2.2. confirmation of unit marks and notification of any adjustmentsAnd by exception
  - 2.3. discussion and recommendation for any additional moderation and/or adjustment of marks required to the unit
  - 2.4. discussion of Exceptional Circumstances or issues that have affected the unit cohort (e.g. disruption of exam, period of absence by tutor)
3. Programme Leader presents and recommends results for each student including
  - 3.1. to note decision(s) received from the Exceptional Circumstance Board (as appropriate)
  - 3.2. to note any Academic Offences penalties (as appropriate)
  - 3.3. to note any Student Exchange Learning agreements (as appropriate)
  - 3.4. to note any Recognition of Prior Learning (RPL) decisions and UK Credit Transfer (as appropriate)
  - 3.5. to note any Interruption of Study decisions (as appropriate)
  - 3.6. to note fulfilment (or otherwise) of any placement/additional requirements (as appropriate)

4. Recommendations for the arrangements for reassessments (or further reassessments) and repeats
5. Recommendations for the award of prizes (as appropriate)
6. Confirmation of the arrangements for the Assessment Board, including Independent Member and External Examiner involvement (as appropriate), areas/units for further discussion, any additional documentation required
7. Recommendations for action
  - 7.1. prior to the Assessment Board
  - 7.2. at the next Programme Team meeting
8. Recommendation of items to be reported by exception to FASEC, ASEC and/or Senate (e.g. issues of academic standards across units/programme)
9. Unit information:
  - 9.1. Unit Monitoring Reports (reminder/distribution of/collection of/note taken of unit results (as appropriate)
  - 9.2. Unit level aggregate stats reports (as appropriate)
10. Any other business

Reminder of permanent confidentiality of proceedings (Members to hand in all Board Reports and/or destroy any electronic copies)