

APPENDIX 2C: AGENDA FOR AN ASSESSMENT BOARD

BOURNEMOUTH UNIVERSITY

ASSESSMENT BOARD

Date & Time

Location

AGENDA

1. Introductions and context
 - 1.1. introduction and welcome by Chair
 - 1.2. apologies
 - 1.3. declaration of any conflict of interest
 - 1.4. reminder of Terms of Reference of the Assessment Board, Assessment Regulations and Assessment Board Decision Making Policy and Procedure
2. Minutes of the last Assessment Board (*note the date and nature of the last Assessment Board*)
 - 2.1. matters arising
 - 2.2. ratification of Chair's Action
3. All units to be presented by the relevant Unit Leader (or nominee), to include in all cases
 - 3.1. confirmation of independent marking/moderation arrangements
 - 3.2. confirmation of unit marks and notification of any adjustmentsAnd by exception¹
 - 3.3. discussion and agreement on any adjustment of marks required to the unit in the light of moderation;
 - 3.4. discussion and agreement on any action to be taken in the light of Exceptional Circumstances or issues that have affected the unit cohort (e.g. disruption of exam, period of absence by tutor)
4. Programme Leader presents results and recommendations for each student for Board discussion and agreement, including
 - 4.1. to note decision(s) received from the Exceptional Circumstance Board

¹ Such units would normally be identified during preparations for the Board (typically the Preparatory Board)

4.2. to note any Academic Offences penalties (as appropriate)

¹ Such units would normally be identified during preparations for the Board (typically the Preparatory Board)

- 4.3. to note any Student Exchange Learning agreements (as appropriate)
- 4.4. to note any Recognition of Prior Learning (RPL) decisions and UK Credit Transfer (as appropriate)
- 4.5. to note any Interruption of Study decisions (as appropriate)
- 4.6. to note fulfilment (or otherwise) of any placement/additional requirements (as appropriate)
- 4.7. to consider Aegrotat awards as appropriate
5. Confirmation of the arrangements for reassessments (or further reassessments) and repeats
6. Confirmation of the award of prizes (as appropriate)
7. Confirmation of date for publication of results
8. Reports and comments:
 - 8.1. Oral reports from External Examiners (as appropriate)²
 - 8.2. Comments relating to the Assessment Board process and decisions made from the Independent member /other members of the Board (as appropriate)
9. Recommendations for action at the next Programme Team meeting (including those raised by the External Examiner and/or Independent Member).
10. Items to be reported by exception to Faculty Education Committee, Education Committee and/or Senate (e.g. issues of academic standards across units/ programme)
11. Confirmation of the arrangements for the next Assessment Board(s), including External Examiner involvement and any changes in examiner appointments
12. Unit information:
 - 12.1. Unit Monitoring Reports (reminder/distribution of/collection of/note taken of unit results (as appropriate)
 - 12.2. Unit level aggregate stats reports (as appropriate)
13. Any other business
14. Reminder of permanent confidentiality of proceedings (Members to hand in all Board Reports and/or destroy any electronic copies)
15. External Examiner(s)/Chair to sign the Board report (front sheet only)

²Written annual report to be submitted within two weeks of the Assessment Board meeting