1 Boards of Examiners will act in accordance with the University Code of Practice for Meetings of Boards of Examiners (see Annex J) except as otherwise specified below.

2 The University will establish a Board of Examiners for each programme of study. The membership will include at least one external member who should normally be a Senior Lecturer or above at a university established prior to 1992 or a Principal Lecturer or above at a university established since 1992\(^1\), appointed for a maximum period of four years, at least one and normally two members of the University, one of whom shall be appointed as Chair, and some or all of those teaching the programme of study, one of whom shall be appointed as Deputy Chair.

3 The Board of Examiners will be responsible for agreeing the marks to be awarded to students, for deciding whether students may progress to the next stage of a programme of study and for recommending the award of qualifications to students.

4 The Board of Examiners will meet at least annually. The Deputy Chair will be responsible for making arrangements for meetings and for informing members of those arrangements. External Examiners should be invited, but are not required, to attend meetings of Boards of Examiners convened to consider referral results and deferral results. Boards of Examiners will have considered students’ cases following the initial assessment and will set out provisional decisions in each student’s case pending the results of the referrals and the deferrals. Thus, for example, External Examiners should nevertheless be involved in consideration of all referral and deferral students and in decisions concerning awards.

5 The Deputy Chair will ensure that all members of the Board of Examiners receive detailed information about the programme, including assessment requirements, that arrangements for approval of examination papers and monitoring of internal marking are agreed between the Chair and the External Examiner(s), that draft examination papers and samples of student work are sent to the external and University examiners as agreed and that appropriate documentation, including an agenda, is provided at meetings of Boards of Examiners. The Deputy Chair will also ensure that the Board of Examiners is informed of all medical evidence and other evidence of mitigating circumstances submitted by students.

6 The College will appoint a member of its staff to act as Secretary to the Board of Examiners. The Secretary will attend meetings of the Board of Examiners, will ensure that all members of Boards of Examiners are provided with the relevant regulations and Examination Conventions, and that recommendations made by the Board of Examiners are approved by or on behalf of appropriate University bodies, i.e. that lists showing recommendations for the award of certificates, diplomas or degrees are prepared and submitted to the relevant School Officer (or the Faculties Support Officer in cases of programmes where there is no School affiliation) who will arrange for approval; and that other recommendations are notified to the Secretary to the Education Board.

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\(^1\) It is accepted that this may not be a relevant requirement for External Examiners for HNC/HND programmes
7 The Deputy Chair will ensure that students are informed of decisions made regarding their progress and the award of qualifications.

8 The School Officer (or Faculties Support Officer in cases of programmes where there is no School affiliation) will ensure that Pass Lists are circulated in the same way as Pass Lists for University programmes, and that marks are entered on to the student data system in accordance with current Partner College Management Procedures.

9 Each External Examiner will be required to submit an annual report to the University. The Quality Assurance Office will send copies of such reports to the Faculties Support Officer for distribution to the Dean of the Faculty and the relevant Head of School. Schools will be responsible for distributing reports to Colleges and University Liaison Officers/Programme Advisers.