

These Terms of Reference cover the purpose, membership and procedures of the Scheme Board of Examiners (BoE).

Purpose

1. The Scheme Board of Examiners has responsibility for deciding the progression and achievement of each student.
 - Approves module marks (for university validated course)
 - Receives recommendations from the Mitigation Panel
 - Decides student progression and re-assessment opportunities

Recommends awards to the partner University All decisions are in line with awarding organisation regulations that apply to the qualifications awarded. The BoE also receives the provisional/confirmed marks of franchised courses.

Membership

Chair: Vice Principal – Curriculum & Quality

Vice Chair: Dean of Higher Education

- Course tutors for the courses being considered
- Head of School or Department for the courses being considered
- External Examiners for the courses being considered
- York St John University Representative

Members are required to attend. Where exceptional circumstances arise and attendance is not possible this must be discussed with the Chair. In such cases the absent member should submit a written statement (detailing what the member would have reported to the board) to the Board in advance of the meeting. (e.g. EE report, module tutor's reports on extra-ordinary occurrences and issues that may have affected student performance, but that have not been picked up through mitigating circumstance claims.)

The breadth of provision within the Scheme ensures that each course is subject to external scrutiny from within the College. Members have the joint responsibility of scrutinising and agreeing assessment decisions.

Procedures

1. There must be a minimum of 4 members present for valid decisions to be taken. The Board will be reconvened if it is not quorate.
2. Results will be presented cohort by cohort and a decision will be made regarding each student's progression, award, classification, reassessment or fail.
3. Evidence provided regarding students whose assessment performance might have been adversely affected by extenuating circumstances will have been considered by the Mitigation Panel.
4. Members of the Board must declare any personal interest, involvement or relationship with a student being assessed prior to the Board.
5. The HE Administrator will keep clear and appropriate records of the procedures and decisions of each Board of Examiners, including minutes, not least to inform the consideration of complaints and appeals. The HE Administrator is supported by the College's MIS department to ensure that there are systems for back-up when using electronic storage or transmission of assessment data.
6. Craven College has taken data protection and other relevant legislation and minutes and data are confidential.

7. Course Tutors of validated courses will be informed of the decisions made by the Scheme Board of Examiners regarding their students. Students studying franchised courses will be informed using the relevant awarding organisation's procedures.

All relevant policies, procedures, processes and regulations are available to students and staff in appropriate and accessible language.