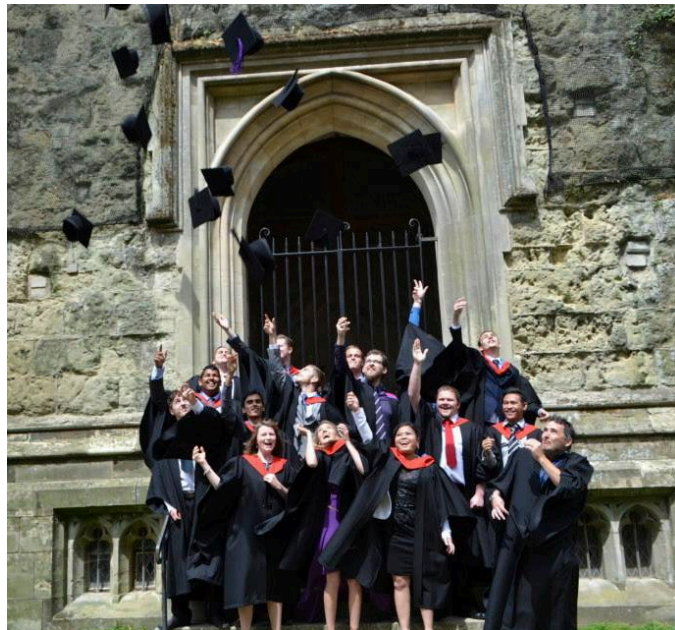




HIGHER EDUCATION

Chichester College Group Role of Boards of Examiners for Open University Validated Programmes 2018-2019



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Quality Code Part A Setting and Maintaining Academic Standards (A2, A3) and Part B Assuring and Enhancing Academic Quality (B7, B8), ESG Standards (1.1, 1.2, 1.3, 1.4, 1.7, 1.9) as at June 2017.

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Higher Education

Role of Boards of Examiners for OU Validated Programmes

1. Aim and Objectives

- 1.1 Aim: to provide clear structure for the role and operations of the Board of Examiners for each Edexcel Higher Education programme delivered by Chichester College Group. The policy should be used as a guide only for Higher Education programmes validated by partner universities and in conjunction with the University's rules.
- 1.2 This policy takes cognisance of the current QAA Quality Code Chapter B7.
- 1.3 Objective 1: to provide clear guidance for the structure, remit, frequency, operation and record keeping of the Boards of Examiners.
- 1.4 Objective 2: to provide clear guidance on the decision making process and publication of results of progression decisions made by Boards of Examiners.

2. Composition and Role of Boards of Examiners

- 2.1 Each higher education programme will have a Board of Examiners attended by all internal examiners and internal verifiers. The external examiner will be invited to attend as a board member, and contribute to the discussion and will receive a copy of the minutes of the meeting. The Board of Examiners will meet at the end of semester 1 and 2 and attend where required the resit board See Appendix 1
- 2.2 The Board of Examiners will be chaired by the Director of Higher Education with the Higher Education Quality Manager appointed as secretary to the Board of Examiners. Other attendees will be a representative of the OU, an administrative assistant to record the proceedings, the Study Programme Leader, all tutor/assessors, the External Examiner and Head of Learning. To be quorate the Board requires the Study Programme Leader, at least 75% of the internal assessors (all internal assessors should be present), if they are unable to attend they must provide notes on the assessments for which they are responsible to the Study Programme Leader.
- 2.3 The Board of Examiners is responsible for confirming the results for each student in each unit of their course. The course team must present evidence that students have achieved all of the learning outcomes for each unit under consideration. The board will confirm progression for students within the course as well as confirming the final overall result for each student completing the course. Each case of extenuating circumstances, referrals and retrievals shall be discussed internally before the meeting and the results of that discussion presented at the meeting. If

the Board chooses to accept extenuating circumstances, referrals, or retrievals full details of the decision, evidence considered and any revised deadlines must be recorded in the minutes.

- 2.4 The Study Programme Leader will publish provisional results of its decisions to the students concerned within 5 working days of the board meeting. Decisions will be communicated to individual students. Final results will be confirmed once ratified by the Open University's Module Results Approval and Qualifications Classification Panel (MRAQCP)

3. Conduct of Board of Examiners meetings

- 3.1 Board of Examiners meetings are held in confidence and great care is required to be taken with all documentation relating to the Board of Examiners. Individual student data will be used in line with the College's GDPR Policy.

- 3.2 Each member of the Board of Examiners must declare any personal interest, involvement or relationship with any students to be assessed in the meeting.

3.3 Standard Board of Examiners agenda:

- Members present, absent, apologies
- Declaration of interests
- Consideration of comments on individual student work from the External Examiners' report. Is marking and grading accurate?
- Consideration of extenuating circumstances, referrals and retrievals
- Agreement of student grades by unit and progressions of apprenticeship (if applicable).
- Agreement of final grade to be recommended for each student and process for communicating the results.
- Agreement of arrangements for students who have not fully completed all of their assessments. How will final completion be confirmed? Who will authority to claim achievement be delegated to?
- Review course and unit grade profiles including trending from previous years at the second exam board.

3.3.1 Minutes

Minutes of the Board of Examiners must be created and circulated to all board members. A copy of the minutes must be kept in the course file and another copy must be sent to the Higher Education Quality Manager.

The minutes must be considered in preparation for the annual course review and

evaluation.

3.4 Conferment by The Open University.

The OU may approve conferment of a validated award when the following conditions are satisfied:

- (a) The student has been a registered student at the College at the time of the assessment for an award and the appropriate fee to The Open University has been paid by the College.
- (b) Details of the student's full name, full postal address, email address, telephone numbers, date of birth, gender, programme of study, award and all required information have been forwarded to The Open University.
- (c) The College has confirmed that the student has completed a programme of study approved by The Open University as leading to the award being recommended.
- (d) The award has been recommended by a Board of Examiners convened, constituted and acting under regulations approved by The Open University and including all members appointed by The Open University as External Examiners for the programme.
- (e) The recommendation of the award has been signed by the Chair of the Board of Examiners, the External Examiners and The Open University's representative at the Board of Examiners, confirming that the assessments have been carried out in accordance with the requirements of The Open University and that the recommendations have received the written approval of the External Examiners.

Appendix 1 - OU Examiner Suggested Visit Timetable

Initial Programme - 2019 May start

Curriculum cycle	Date of Board
Semester 1	Sept/ Oct 2019
Semester 2	May/ June 2020
Resit	August 2020

Standard programmes - September 2019 start

Curriculum cycle	Date of Board
Semester 1	Dec 2019/ Jan 2020
Semester 2	May/ June 2020
Resit	August 2020

Provisional programme - January 2020 start

Curriculum cycle	Date of Board
Semester 1	May/ June 2020
Semester 2	Dec 2020/ Jan 2021
Resit	August 2021