| UNIVERSITY OF CUMBRIA ACADEMIC PROCEDURES AND PROCESSES |
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| **APPENDIX 3f** |
| **The Conduct and Operation of Assessment Boards** |

Note: Section F11 of the Academic Regulations sets out the roles, responsibilities and composition of Assessment Boards. This section sets out requirements for and guidance on the conduct and operation of Assessment Boards. The University reviews the procedures described periodically.

## 1. General requirements and guidance for the conduct and operation of all Boards

1.1 All Assessment Boards meet formally with a structured agenda. Minutes are produced to the approved format.

1.2 All appointed members are required to attend for the whole of the meeting. Quoracy is at the same level for all Academic Board Committees.

1.3 All business is strictly confidential and must not be disclosed or discussed with non-board members other than designated relevant University officers outside the meeting.

1.4 Should any member of the Board have a personal interest in or relationship with any student whose marks are being considered by the Board, they must give prior notice to the relevant Administrator to enable the withdrawal of appropriate documents from the papers of individuals concerned. Notification must also be made to the Boards and the internal (or external) examiner will withdraw from the Board at the time of consideration of such a student's position.

1.5 Officers of Assessment Boards are responsible for ensuring agendas are compiled, for physical and organisational arrangements, for ensuring internal and external examiners are notified and for the production of mark sheets, student profiles, recommendation sheets and other papers for the meeting alongside producing accurate minutes of the meeting. Chairs of Assessment Boards are responsible for managing the meetings in accordance with regulations and procedures.

1.6 All marks for credit bearing modules will be expressed as percentages, unless validated on a pass/fail basis.

1.7 Module marks are confirmed through the University's formal mark confirmation processes, which require confirmation of a) internal and external moderation in line with University regulations and b) satisfaction with marking standards.

1.8 The **University Progression and Award Board** will confirm progression and award outcomes for all students.

1.9 Academic standards matters identified through module marking and confirmation processes should be reported to the University Progression and Awards Board, through the University's formal mark confirmation processes.

1.10 Any programme level academic standards issues identified should also be brought to the attention of the University Progression and Award Board. Issues, where appropriate, will be reported to the Deputy Academic Registrar (Quality and Standards).

1.11 Collaborative Programmes will be considered at the same Boards as other programmes in the subject area.

1.12 The academic judgement of an Assessment Board properly executed is not open to challenge through appeal.

1.13 For programmes leading to professional registration the Professional, Statutory and Regulatory Body may require the attendance of the External Examiner[s] specific Boards.


## 2. Formal Module Mark Confirmation Processes

2.1 The University's formal mark confirmation processes confirm module outcomes, following marking, internal moderation and external moderation.

2.2 Module marks will not normally be confirmed if the mark confirmation process cannot be satisfied that moderation has been completed to a satisfactory standard.

2.3 Prior to the formal mark confirmation, Subject External Examiners must have:

   i. Completed the moderation of all modules for which they are appointed (Appendices 3b & 4a refer);

   ii. Confirmed that marking standards are accurate and that assessment/moderation processes have been fair, consistent and rigorous (including comparability of standards elsewhere in the UK);

   iii. Liaised with the Programme Team representative (normally the Programme Leader) on recommendations for fails or special cases;

iv. Communicated any comments they wish to draw to the attention of the University Progression and Awards Board.

2.4 **Mark confirmation processes** require module marks, together with records of extenuating circumstances (for information only) and malpractice cases to be submitted in line with published deadlines. The mark sheets will include:

i. the weighting of each item of assessment within the module

ii. for each student, the raw marks for each component of the total assessment and the total module mark (calculated in accordance with the validated weighting scheme)

iii. the mean mark per cohort and the standard deviation demonstrating each of the component marks and how the overall mark has been arrived at

iv. for reassessments, both the initial and resit marks (actual and capped marks).

2.5 Mark confirmation processes confirm outcomes for all modules in the programme's module diet, including non-credit bearing modules such as placements and other QPUs, according to the academic regulations section F11.

2.6 Where a standards issue relating to a module is identified, the Programme Leader and Principal Lecturer will take action to apply standard remedies to address the issue in line with standard processes (e.g. commission the remarking of a cohort's work, or seek confirmation from the External Examiner of satisfaction with marking and moderation processes). The Programme Leader shall be responsible for determining actions to be taken, in liaison with the Module Leader and External Examiner for that module. Exceptionally the Programme Leader and Principal Lecturer shall be able to refer issues to the University Progression and Award Board for their consideration.

2.7 The mark confirmation process and onwards reporting through the student records system will identify and make recommendations to the UPAB for compensation of a module and may refer to the UPAB any issues specifically impacting on award or progression outcomes for cohorts of students.

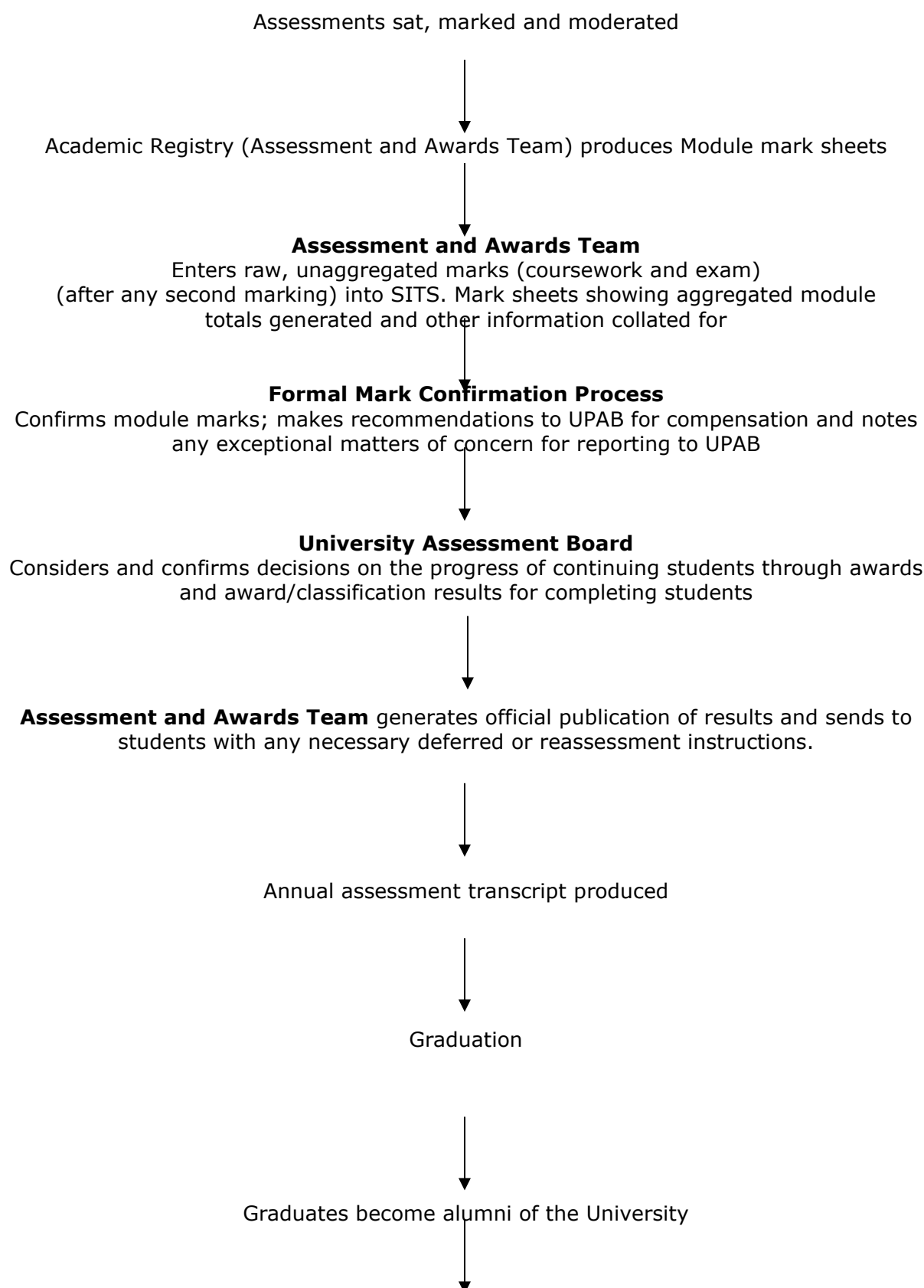## 3. University Progression and Award Boards (UPABs)

3.1 The UPAB makes decisions on progression and award. It considers the progress of continuing students through their awards and confirms award and classification outcomes for completing students. Its decisions are made according to the Academic Regulations requirements for progression and award classification. (Sections G and H of the Academic Regulations).

3.2     A Chief External Examiner is required to be in attendance at each UPAB, or the UPAB will be deemed inquorate.  In exceptional circumstances a UPAB may proceed without a Chief External Examiner present, where the Deputy Vice Chancellor approves this. Chief Examiners are selected from the University's Subject Examiners and appointed internally through agreed processes.

3.3     The role of the Chief External Examiners at UPABs is to ensure that:

i.      through the application of Regulations, award standards are maintained at a level comparable with that achieved in similar awards elsewhere in the UK;

ii.     processes and procedures for assessment and award are sound, are fairly and consistently operated and in line with the institution's policies and regulations.

3.4     The membership of UPABs is determined in section F11 of the Academic Regulations.

3.5     The Chair and External Examiner(s) should confirm approval of the decisions made through the UPAB through the agreed process.

3.6     Minutes should cover each of the items providing succinct summaries of the discussion and any ensuing actions.  The results lists should be appended/referred to rather than incorporate full results in the minutes.  Minutes should be produced within agreed timescales. Following the meeting the Officer generates official publication of results and sends individual students' notifications of results together with any necessary deferred or reassessment instructions.  Standard reassessment deadlines are provided on the University's Assessment Schedule.

**4.      Review of the Procedures**

The University reviews these procedures periodically.

# ASSESSMENT BOARD PROCESS

Assessments sat, marked and moderated

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Academic Registry (Assessment and Awards Team) produces Module mark sheets

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**Assessment and Awards Team**
Enters raw, unaggregated marks (coursework and exam)
(after any second marking) into SITS. Mark sheets showing aggregated module
totals generated and other information collated for

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**Formal Mark Confirmation Process**
Confirms module marks; makes recommendations to UPAB for compensation and notes
any exceptional matters of concern for reporting to UPAB

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**University Assessment Board**
Considers and confirms decisions on the progress of continuing students through awards
and award/classification results for completing students

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**Assessment and Awards Team** generates official publication of results and sends to
students with any necessary deferred or reassessment instructions.

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Annual assessment transcript produced

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Graduation

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Graduates become alumni of the University

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## ANNEX 1

## Guidance on the use of Assessment Contracts

1.    Assessment Contracts should be completed in the following cases (Reg F8.3):

  - Students with more than 40 credits of assessed work to be recouped (first or second reassessment) (*)
  - All students on their second reassessment (including students re-registering to retake modules and related assessment)
  - Students who have had a confirmed case of malpractice that has resulted in reassessment

2.    Responsibilities of the University Progression and Award Board:
  - To make decisions regarding the need for Assessment Contracts for students as set out above.
  - To agree realistic timescales for reassessment taking account of any specific student needs.
  - To make the final decision on reassessment to allow the student to return to their course.

3.    Responsibilities of the Programme Leader (or designated member of academic staff):
  - To engage in dialogue with the student in preparing the Assessment Contract, taking account of deadlines set by the University Assessment Board.  This should be completed within two weeks of the UPAB.
  - To prepare the Assessment Contract and provide copies to the student and the Programme Administration.

4.    Responsibilities of the student:
  - Contact should be maintained with the Personal Tutor and the student should engage with other resources available to them, as outlined in the Assessment Contract (eg Academic Skills Service/Student Services/IT facilities).


(*) There will be no requirement for an Assessment Contract where 40 credits or below need to be recouped, although the Programme Leader may use one if this is expected to be helpful to the student.