

**ATTACHMENT 1A  
SUGGESTED AGENDA FOR COURSE BOARDS OF EXAMINERS**

**UNIVERSITY OF ULSTER**

COURSE(S):

A meeting of the Board of Examiners for the above course(s) will be held  
on \_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_  
(Notes of Guidance are attached)

**AGENDA**

**1. Attendance**

To note the attendance of internal examiners and the external examiner(s) and the arrangements for external examining in the absence of an external examiner.

**2. Regulations**

To note the course regulations.

**3. Evidence of Extenuating Circumstances**

To receive evidence of extenuating circumstances submitted by or on behalf of examination candidates.

**4. Receipt and Consideration of Candidates' Results**

4.1 To note any changes to overall module marks following moderation.

4.2 To confirm the results of candidates in examinations and coursework for which the Board is responsible including marks for elective modules.

4.3 To determine the overall results and the academic progress of candidates.

4.4 To forward to Senate recommendations for awards to candidates who have successfully completed their courses of study and who have satisfied the conditions specified in Ordinance XXXI.

**5. Publication of Results**

To note the arrangements for (a) publication of progress and award decisions and marks on the Web and (b) communication of decisions to unsuccessful candidates.

**6. Appeals (based on submission of new information)**

6.1 To note the date(s) on which appeals shall be heard.

6.2 To note the composition of the Appeals Panel. The chairperson shall be the Dean/Associate Dean or Head/Associate Head of School (other than the School in which the course is located) accompanied by the Head of School (in which the course is located) and Course Director (Subject Director for Single Honours courses), or exceptionally, their nominees.

6.3 To agree with external examiners their involvement in the process.

**7. Supplementary Examinations**

To agree arrangements for supplementary examinations.

**8. Prizes and Awards**

To make recommendations for prizes and awards.

**9. Comments from Internal and External Examiners**

To receive comments from internal and external examiners in relation to the course(s).