

**ATTACHMENT 1C
SUGGESTED AGENDA FOR SUBJECT BOARDS OF EXAMINERS**

UNIVERSITY OF ULSTER

SUBJECT CAMPUS

A meeting of the Subject Board of Examiners will be held on at in

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 remit of the Board and its responsibilities in accordance with Examination Regulations. (Subject Boards should follow the Agenda at Attachment 1A when considering Single Honours candidates)

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.

5. Publication of Results

To note the arrangements following the meeting of the Campus Progress and Award Board for (a) publication of progress and award decisions and marks and (b) communication of decisions to unsuccessful candidates.

6. Appeals (based on submission of new information)

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

6.2 To note that the Chairperson of the Campus Progress and Award Board accompanied by the Director of Combined Studies and Subject Director(s), or exceptionally, their nominees shall comprise the Appeals Panel.

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 subject.