

**ATTACHMENT 2A
SUGGESTED TEMPLATE FOR MINUTES OF MEETINGS OF COURSE BOARDS OF EXAMINERS**

UNIVERSITY OF ULSTER

FACULTY:

BOARD OF EXAMINERS FOR (COURSE TITLE, DATE & CAMPUS)

PRESENT (As per attached list)

The Chairperson,, welcomed the members to the meeting of the Board of Examiners and briefly outlined the procedures.

11.01 ATTENDANCE

The Board noted that explanation(s) for absence acceptable to the Board had been received from ...

11.02 COURSE REGULATIONS

The Board noted specific course regulations from the Course Director (Subject Director for Single Honours degrees in modular provision) relating to course assessment.

11.03 RECEIPT AND CONSIDERATION OF CANDIDATES RESULTS

- a. The Board noted changes to overall module results arising from the moderation process.
- b. The Board received evidence of extenuating circumstances submitted by or on behalf of the following candidates
- c. The Board agreed the results of candidates in assessments for which the Board is responsible, including marks for elective modules.
- d (i). The Board received and agreed individual recommendations from the preliminary meeting in respect of candidates to be considered for progression or award.

(ii). The Board agreed the appropriate progress code to be recorded against each candidate on the course results sheets as the formal record of the decision.
- e. The Board agreed the recommendations to be forwarded to Senate, for awards to candidates who have successfully completed their course of study and who have satisfied the conditions specified in Section 3 of Ordinance XXXI.
- f. The Board noted the names of proceeding candidates who had achieved first class marks for publication on the Dean's List.

11.04 PUBLICATION OF RESULTS

The Board noted the arrangements for (a) publication of progress and award decisions and marks and (b) communication of decisions to unsuccessful candidates.

11.05 APPEALS

The Board agreed the arrangements for the appeals process and noted the agreed date(s) for appeals as set out in the Agenda.

11.06 SUPPLEMENTARY EXAMINATIONS

The Board agreed the arrangements for (a) supplementary examinations; (b) submission and collection of coursework and (c) meeting of Supplementary Boards of Examiners.

11.07 PRIZES AND AWARDS

The Board received and agreed recommendations on the allocation of course related awards and prizes and recorded these.

11.08 REPORTS FROM INTERNAL AND EXTERNAL EXAMINER(S)

The Board received preliminary oral reports from the internal and external examiner(s).

[Note alternative for use in exceptional circumstances:

The Board noted the written report(s) from in relation to the course(s)].

The Chairperson,, reminded the External Examiner(s) that formal written report(s) should be submitted to the Pro-Vice-Chancellor (Teaching and Learning) and would subsequently be discussed by the Course Committee.

11.09 SIGNING OF COURSE RESULTS SHEETS

The Chairperson and the External Examiner(s) signed and dated the course results sheets to confirm the decisions recorded.

11.10 DATE OF MEETING FOR FOLLOWING YEAR

The Board noted the agreed date for the following year and the meeting then closed.