

**ATTACHMENT 2C
SUGGESTED TEMPLATE FOR MINUTES OF MEETINGS OF SUBJECT BOARDS OF
EXAMINERS**

UNIVERSITY OF ULSTER

FACULTY:

SUBJECT BOARD 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, noting that if considering Single Honours candidates the agenda at Attachment 1A should be followed.

11.01 ATTENDANCE

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

11.02 REGULATIONS

The Board noted the relevant Examination Regulations relating to the remit of the Board.

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.

11.04 PUBLICATION OF RESULTS

The Board noted 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.

11.05 APPEALS

The Board noted 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 the Supplementary Board of Examiners.

11.07 PRIZES AND AWARDS

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

11.08 REPORTS FROM INTERNAL AND EXTERNAL EXAMINER(S)

The Board received 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 subjects(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 Subject Committee.

The Chairperson and the External Examiner(s) signed and dated the results sheets.

11.09 DATE OF MEETING FOR FOLLOWING YEAR

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