

ARRANGEMENTS FOR BOARDS OF EXAMINERS FOR COMBINED HONOURS DEGREES

1 Introduction

The purpose of this paper is to provide guidance on the procedures to be followed for the confirmation of results and consideration of academic progress for students enrolled on Combined Honours degrees (Major, Main and Minor strands). It should be read in conjunction with the following documents:

- a) 'Examination Procedures: May to October 2012', which contains important information about Boards of Examiners procedures applicable to all types of provision. It is available through the Portal at:

My Teaching tab, Examinations and Assessment channel, Assessment Process & Board of Examiners section & click on Examination Board Procedures.

- b) Examination Regulations, available on the Portal at:

My Teaching Tab, Examinations and Assessment channel and click on Regulations

- c) Generic award regulations for modular honours degrees, available on the Portal at:

My Teaching tab, Academic Standards and Quality channel and click on Regulations Templates

2 Overview of the Arrangements

The assessment of student progress for Combined Honours degrees involves a two-tier system comprising Subject Boards of Examiners and a Campus Progress and Award Board of Examiners. The respective roles of the two tiers are as follows:

- The Subject Board considers students' performance in a subject and confirms the results obtained for the subject modules across the programmes.
- The Campus Progress and Award Board makes decisions on academic progress and agrees recommendations for awards for all the students on a campus taking subject combinations.

Membership of the Subject Board - The Board comprises internal examiners and one or more external examiners. It is chaired by the Dean or Associate Dean of the Faculty in which the subject is located, or a Head or Associate Head of School in the Faculty, other than the school in which the subject is located.

Membership of the Campus Progress and Award Board - The Board comprises Subject Directors (including the Director of Combined Studies) and the Chief External Examiner. It is chaired by a Dean appointed by the Pro-Vice-Chancellor (Teaching and Learning). The following Deans are currently appointed:

Coleraine campus – Professor P O'Dochartaigh, Dean Faculty of Arts

Jordanstown campus – Professor P Carmichael, Dean Faculty of Social Sciences

Magee campus – Professor M McHugh, Dean Faculty of Business and Management

3 Activities which Precede Subject Boards

- a) The Subject Director makes the arrangements for the meeting, including arranging for the attendance of the Subject External Examiner(s). (The meeting should take place at least forty-eight hours before the meeting of the Campus Progress and Award Board to allow time for mark amendments agreed at the Subject Board to be recorded on the database and included in the course results sheets for the Campus Board).
- b) Results sheets are produced by the School in accordance with the procedures set out in the Attachment.
- c) Prior to the Subject Board the Subject Director ensures that arrangements are in place for the provision of appropriate feedback to the Board on student performance in elective modules outside the subjects for the programme. Responsibility for ensuring that performance in electives is considered resides with one subject. The Major subject, or for Joint or Triple combinations the first named subject of the combination, has this responsibility. The teaching staff for elective modules may be invited to attend the meeting of the Subject Board or provide comments in writing or by telephone.

4 Duties of Subject Boards

The duties of Subject Boards include:

- a) consideration of evidence of extenuating circumstances for subsequent decisions by the Campus Progress and Award Board to permit first sit of examinations and/or coursework as appropriate;
- b) confirmation of the module marks in the subject for which the Board is responsible **including the noting of any changes to module profiles following moderation;**
- c) arranging for module marks amendments to be lodged with the School in accordance with the procedures set out in the Attachment;
- d) noting that the Subject Director will report to the Campus Progress and Award Board on modules where the threshold standard of 40% must be achieved in each assessment element.

A suggested Agenda for Subject Boards is included in the Examinations Procedures document referred to at 1 a) above.

5 Activities which Precede the Campus Progress and Award Board

- a) The Director of Combined Studies makes the arrangements for the meeting, including arranging for the attendance of the Chief External Examiner.
- b) Results sheets are produced by the Examinations Office in accordance with the procedures set out in the Attachment.

6 Duties of the Campus Progress and award Board

The duties of the Campus Progress and Award Board include:

- a) receipt of evidence of extenuating circumstances from Subject Boards and making decisions to permit first sit of examinations and/or coursework as appropriate;
- b) review of performance in all modules for the subjects under consideration;
- c) determining the academic progress of candidates and recording the appropriate Academic Standing Type (AST) on the course results sheets;
- d) forwarding recommendations for awards to Senate for candidates who have successfully completed their programmes of study;

NOTE: The Campus Progress and Award Board may not adjust the marks approved by Subject Boards. Where a candidate has an aggregate award mark which borders on the threshold for the higher classification (e.g. 49%, 59% or 69%), and the Board believes that the candidate is worthy of the higher classification, the Board may record AST D7 ('Decision deferred') pending consultation with the Subject External Examiner(s) by the Subject Director(s) on the possibility of reconsidering the marks. Following consultation, and adjustment to marks where these have been agreed, 'Chair's action' can be taken and the appropriate classification recorded. The process of agreeing the classification must be completed very quickly if the student's name is to be included in the Graduation booklet.

- e) noting the arrangements for the issue of Communication of Results forms to unsuccessful candidates by Subject Directors.

A suggested Agenda for the Campus Progress and Award Board is included in the Examinations Procedures document referred to at 1 a) above.

over/...

PROVISION OF RESULTS SHEETS FOR SUBJECT BOARDS AND ENTRY OF MARK AMENDMENTS (May/June 2012)

The schedule of activities for the provision by School staff of subject results sheets and entry of mark amendments following meetings of Subject Boards is set out below.

Instructions for producing subject results sheets and recording mark amendments can be found on the Portal at: portal.ulster.ac.uk, My Teaching Tab go to Examinations and Assessment then Assessment Process & Boards of Examiners and click on Subject Results Sheets and Mark Amendment User Guide.

- 1 School staff issue a subject results sheet requisition form to each Subject Director.
- 2 The form is completed and returned to the member of staff by **Friday 18 May**.
- 3 The results sheets are produced by School staff and collected by Subject Directors.
- 4 Subject Directors return copies of subject results sheets to the School staff after Subject Boards with mark amendments clearly indicated in red ink. The amendments should be submitted without delay after each meeting and, in any event, not later than Tuesday 8 June for Subject Boards held on that date.
- 5 School staff input mark amendments as soon as possible following receipt from Subject Directors and not later than Tuesday 12 June.

Where, exceptionally, amendments are not received until very late on Tuesday 12 June input must be completed by **11.00am** on Wednesday 13 June so that the amended marks are included in the Course results sheets for the Campus Progress and Award Board (CPAB).

- 6 Course results sheets for the CPAB are produced by the Examinations Office for collection by the Director of Combined Studies¹.
- 7 Amendments made to marks after collecting the course results sheets for the CPAB are recorded on the master course results sheets in red ink for return to the Examinations Office which is responsible for the input of the amendments².

Note: 1 Directors of Combined Studies are advised not to request their course results sheets to be ready for collection earlier than 1.00pm on Wednesday 13 June to allow sufficient time for amendments to marks made by Subject Boards to be included.

- 2 *The CPAB may not agree changes to marks. It is, however, possible that changes to marks made at Subject Boards might be reported at the CPAB and these should be recorded by hand on the sheets.*