

# **Appendix 2**

## **Terms of Reference – Assessment/Progression Board**

### **Constitution**

Assessment/Progression Boards are arranged for each School and are chaired by a designated senior member of staff who is not situated within that School and has been trained on UEL regulations. The Board will comprise of the relevant Academic staff, including, but not limited to, Head of Department, Course Leaders, Module Leaders and External Examiners. Each Board will normally be serviced by an Administrative member of staff from Student and Academic Services, however in some instances this may be opened to other departments who have attended the relevant training.

For Boards that confer awards and progression decisions Lead External Examiner attendance will be required for Quoracy.

### **Board Membership:**

Representation should attempt to reflect the demographic of the University.

Where Board membership is not representative, the Chair may seek to co-opt members to achieve representation.

Every effort will be made to arrange for committee meetings at times that will not disadvantage or preclude participation due to working pattern or caring responsibilities within the specified Board period as per the Academic Calendar.

Heads of Department, Course Leaders and Module Leaders will determine quoracy. External Examiners are encouraged to attend meetings and are expected to attend at least one per academic year. External Examiners can fulfil their duties electronically in respect to approving marking standards and feedback to academic staff.

**Quorum:** 40%

### **Terms of Reference**

The Assessment/Progression Board shall support the Education & Experience Committee in relation to assuring and enhancing the quality of the student experience at course level through the timely determination of academic results and progression.

1. Ensuring and taking responsibility for the accuracy and consistency of marks awarded in respect of all modules within the School.

2. Confirming external examiner approval of the appropriate standards in respect of all modules within the School.
3. Agreeing undergraduate progression or proceed decisions for all students within the School.
4. Agreeing withdrawal for students who have not progressed or engaged with their studies within the School.
5. Agreeing pass compensation for eligible students at all Levels (where applicable).
6. Noting the decisions made by the University extenuating circumstances panel and taking into account when making progression decisions for the School.
7. Noting alleged and confirmed breaches of the academic misconduct regulations for the School.
8. Ensuring eligibility for awards on the basis of accumulated credit and that any award-specific requirements have been met
9. Awarding qualifications to students for successful completion of courses of study
10. Confirming the award classification, where relevant
11. Reviewing withdrawn students and awarding the highest qualification to which they are entitled
12. Noting Chair's action taken since the previous board. Chairs Actions are limited to the approval of late/missing marks, extenuation/misconduct decisions reached outside of the assessment cycle and consequent progression and award outcomes.

### **Sub-Committees**

None.

### **Frequency of meetings**

Each Assessment/Progression Board shall meet termly as per the Academic Calendar. In each termly cycle the Board may meet on more than one occasion to perform its responsibilities.

### **Reporting Procedures**

The minutes will be circulated to all members of the Academic Board.