Board of Examiners Agenda

**Meeting:** Board of Examiners - <Programme(s)/Year(s)>

**Date and time:** <enter details here>

**Location (in person, online or hybrid):** <enter details here>

**Teams link (if applicable):** <enter details here>

**Papers:** <insert link to central location of all relevant papers>

**Circulation (members):** <enter details here>

**In attendance:** <enter details here>

**Introductory items**

1. **Introductions and welcome by the Chair (for note)**
2. **Apologies for absence (for note)**

*To include arrangements for alternative contribution for any external examiners unable to attend. Virtual attendance by the external examiner is considered as being ‘in attendance’ at the Board of Examiners meeting.*

1. **Confirmation that the meeting is Quorate (for note)**
2. **Confidentiality Statement (for note)**

*Reminder that the Board of Examiners business is confidential, and members must not speak to students about their detailed performance and should not provide students with results before the official date for the release of marks.*

*Board of Examiners meetings must be conducted anonymously to avoid any possible bias.*

*If the Board is to be held virtually the Chair to set out the protocol for running the virtual meeting, including the use of the Teams Chat function and how members should comment (e.g., use the raise hand function).*

1. **Declaration of any conflict of interest (for note)**

*For attendees to declare if any students under consideration are, for example, a close relative.*

1. **Minutes of the previous Board of Examiner’s meeting held on <insert date>**  **(to approve)**

*Minutes of a Board of Examiners meeting remain ‘unconfirmed’ until formally approved at the next meeting of the Board of Examiners, this may be the Supplementary Board.*

*For example:*

*UG -Summer Board of Examiners minutes go to UG Supplementary Board for approval. Supplementary Board minutes go to the next UG Board of Examiners the following summer.*

*PGT – November Board of Examiners minutes go to PGT Supplementary Board for approval. Supplementary Board minutes go to next PGT Board of Examiners meeting.*

* 1. Confirmation of Accuracy
  2. Matters arising

1. **Report on Chair’s Actions (to approve)**

*To consider and endorse Chair’s Actions taken since the previous meeting, including the outcomes of appeals and academic conduct rulings.*

1. **Response to the External Examiner Reports (to approve)**

*To ensure all actions have been carried out to the satisfaction of the External Examiners.*

1. **Review of the current Regulations and any changes to the Regulations for the current academic year (for note)**

*Highlight the Use of marks accrued in* [*2019-20 in calculating final degree classifications Regulations*](https://www.southampton.ac.uk/~assets/doc/calendar/Use%20of%20marks%20accrued%20in%202019-20%20in%20calculating%20final%20degree%20classifications.pdf)

**Items for approval**

1. **Ratification of marks, student progression and award**
   1. Receive Notes from the Pre-Board
   2. Receive Assessment Grids or equivalent, setting out marks and results for finalists and continuing students
   3. Receive recommendations from the Industrial Action Impact Board *(delete if not applicable)*
   4. Receive summary report from Special Considerations Board (no individual cases)  
      *Short summary report providing data on number of applications considered and outcome codes given. To note any issues/areas of concern and if necessary, recommend an appropriate course of action to Faculty Education and Student Experience Subcommittee.*
   5. Receive summary report of Academic Conduct cases  
      *Short summary report providing data on number of Academic Conduct cases considered and penalties awarded. To note any issues/areas of concern and if necessary, recommend an appropriate course of action to Faculty Education and Student Experience Subcommittee.*
   6. Receive summary report of Academic Appeals cases  
      *Short summary report providing data on number of Academic Appeals cases considered and penalties awarded. To note any issues/areas of concern and if necessary, recommend an appropriate course of action to Faculty Education and Student Experience Subcommittee.*
   7. Receive report on any issues arising from the moderation process
   8. Ratification of marks and award/progression decisions  
      *Ensure that the minutes accurately record any decisions taken and the rationale for these decisions and that there is a record of the individual consideration given to the classification of the award for each final year student.*
   9. To confirm delegation of responsibility for Chair’s Action  
      *The Chair to seek permission from the Board of Examiners to formally delegate authority to take Chair’s Action for decisions required between this Board of Examiners meeting and the next Board of Examiners meeting, where appropriate.*
2. **Analysis of programme data**
   1. Summary statistics of modules, plus report on any scaling undertaken
   2. Report of distribution of degree classifications and trends through time
3. **Confirmation of the arrangements for referrals and repeats**
4. **Confirmation of the award of prizes and/or the Dean’s list**
5. **Comments from the External Examiner(s)**

*The external examiner(s) should confirm that they are satisfied with the conduct of the assessment process. This confirmation should be recorded explicitly in the minutes of the meeting.*

*Include reminder that written report due within 4 weeks of the meeting.*

1. **Matters for the attention of the Faculty Education and Student Experience Subcommittee**

*To agree any matters that need to be brought to the attention of the Chair of Faculty Education and Student Experience Subcommittee.*

*If the Board of Examiners are unable to reach agreement on the recommendations to be made, a full meeting of the Faculty Education and Student Experience Subcommittee should be held to approve the recommendations of the Board of Examiners and the Recommendation for Awards list.*

**Items for note**

1. **Date of the next Board of Examiners meeting**
   1. Supplementary Board of Examiners*Confirm date and agree External Examiner involvement.*
2. **Any other business**