Board of Examiners Minutes

**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**

The Chair welcomed the members of the Board of Examiners to the meeting and introductions were made.

1. **Apologies for absence**

Apologies were received from <list names and job titles>

**Absence of External Examiner – alternative contribution *in absentia*** <delete if External Examiner(s) is present>

xxx was exceptionally unable to attend the Board of Examiners meeting. Arrangements were made for their contribution to be made in absentia via [telephone/in writing]. Contributions will be reported at the appropriate part of the meeting.

1. **Confirmation that the meeting is Quorate**

It was confirmed that the meeting was Quorate.

1. **Confidentiality Statement** The members of the Board were reminded that Board of Examiners business was 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. Decisions were reached by the Board as a whole and staff should not enter into discussions with students about the details of decisions.

The Board of Examiners meeting was conducted anonymously using student numbers only.

1. **Declaration of any conflict of interest** Either: There were no declarations of conflict of interest.

Or: XX reported that they had a personal interest in connection to student XX and would withdraw from the meeting when this student’s progression decision/degree classification was confirmed.

1. **Minutes of the previous Board of Examiner’s meeting held on <insert date>**
	1. **Confirmation of Accuracy**Either: The Minutes were approved as a true record.

Or: The Minutes were approved subject to the following amendment:

<insert detail of amendment>

* 1. **Matters arising from the previous Board of Examiner’s meeting**

Either: All actions were complete.

Or: Updates on actions outstanding were provided as follows:

<Action & Reference: brief description: outcome (e.g. complete, in progress, closed, no further action>

1. **Report on Chair’s Actions since the previous meeting**

**Received:** Report from the Chair, XX, dated <insert date>

<Add in any discussion on Chair’s Actions taken since the previous Board of Examiners meeting>

**Approved:** The Board of Examiners ratified the actions taken by the Chair.

1. **Response to the External Examiner Reports**

**Received:** Action Logs arising from the previous External Examiner Reports.

<Updates on actions outstanding were provided as follows:

Action & Reference: brief description: outcome (e.g., complete, in progress, closed, no further action>

<Add in any discussion where the Board is taking a formal note of the situation, but no further action is required>

**Recommended:** <Add details of any recommendations>

**Action:** <Add name(s) and detail of the action to be taken>

1. **Review of the current Regulations and any changes to the Regulations for the current academic year**The Board of Examiners were reminded that the Regulations for 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)should be followed when considering final degree classifications.

**Items for approval**

1. **Ratification of marks, student progression and awards**
	1. **Receive Notes from the Pre-Board**

**Received:** Notes from the Pre-Board.

* 1. **Receive Assessment Grids or equivalent, setting out marks and results for finalists and continuing students**

**Received:** Assessment Grids <or equivalent> for the following programmes:

<List the programmes>

* 1. **Receive recommendations from the Industrial Action Impact Board** *<delete if not applicable>*It was confirmed that the Assessment Grids contained recommendations from the Industrial Action Impact Board.
	2. **Receive summary report from Special Considerations Board (no individual cases)**

**Received:** Summary data from the Special Considerations Board meeting held on <insert date>

Either: The External Examiner was satisfied that processes were robust, and no further action was necessary.

Or: In relation to the special considerations process, xx made the following comments:

<Add brief summary>

**Recommended:** <Add details of any recommendations>

**Action:** <Add name(s) and detail of the action to be taken>

* 1. **Receive summary report of Academic Conduct Cases**

**Received:** Summary data of Academic Conduct

Either: no further action required

Or:XX made the following comments:

<Add brief summary>

**Recommended:** <Add details of any recommendations>

**Action: <**Add name(s) and detail of the action to be taken>

* 1. **Receive summary report of Academic Appeals Cases**
	**Received:** Summary data of Academic Appeal Cases

Either: no further action required

Or: XX made the following comments:

<Add brief summary>

**Recommended:** <Add details of any recommendations>

**Action:** <Add name(s) and detail of the action to be taken>

* 1. **Receive report on any issues arising from the moderation process**

**Received:** A report on any issues arising from the moderation process.

Either:Moderation had taken place in accordance with the University’s Double-Blind Marking and Moderation Policy.

Or: Moderation had taken place in accordance with the University’s Double-Blind Marking and Moderation Policy except in the following instances:

<List affected modules and assessment together with action taken>

* 1. **Ratification of marks and award/progression decisions**
		1. **Recommendations for Award**The Board of Examiners systematically applied the Regulations for the [*Use of marks accrued in 2019-20 in calculating final degree classifications*](https://www.southampton.ac.uk/~assets/doc/calendar/Use%20of%20marks%20accrued%20in%202019-20%20in%20calculating%20final%20degree%20classifications.pdf).

**Recommended:** The Board of Examiners recommended that the Faculty Education and Student Experience Subcommittee approved the recommendations for Award as detailed in the attached Assessment Grids and Individual Consideration Spreadsheet, for ratification by Senate.

**10.8.2 Recommendations for Progression, Referrals and Repeats**

**Recommended:** The Board of Examiners recommended that the Faculty Education and Student Experience Subcommittee approved the results and progression outcomes detailed in the attached Assessment Grids, for ratification by Senate.

* 1. **To confirm delegation of responsibility for Chair’s Action**The Board agreed to formally delegate authority to the Chair to take Chair’s Action for decisions required before the next Board of Examiners meeting.
1. **Analysis of programme data**
	1. **Summary statistics of modules, plus report on any scaling undertaken**

In relation to the module data received,

 Either: the Board noted that there were no areas for concern. The Board agreed that no further action was required.

 Or: the following issues were uncovered, discussed and actions identified:

| Discussion point | Action | Update on Actions |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. **Report of distribution of degree classifications and trends through time**

 Following scrutiny of the QlikView data, and comparison to previous years,

 Either: the Board of Examiners noted that there were no areas for concern, and the distribution of awards in each degree class were fair. The Board agreed that no further action was required.

 Or: the following issues were uncovered, discussed and actions identified:

| Discussion point | Action | Update on Actions |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
| 1. **Confirmation of the arrangements for referrals and repeats**

<Add details of referrals and details of any support that will be available to students> |
| <Add details of any recommendations> |
| <Add name(s) and detail of the action to be taken> |

1. **Confirmation of the award of prizes and/or the Dean’s list**

Recommended: The Board of Examiners recommended that the Faculty Education and Student Experience Subcommittee approved the recommendations for Prizes and/or the Dean’s List as set out in the attached Prizes spreadsheet and/or Dean’s List.

1. **Comments from the External Examiner(s)**XX made the following comments:

 <Add brief summary of external examiner comments>

 <Add details of any recommendations>

 <Add name(s) and detail of the action to be taken>

 XX confirmed that they were satisfied with the conduct of the assessment process.

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

 **Recommended:** <Add details of any recommendations>

 **Action:** <Add name(s) and detail of the action to be taken>

**Items for note**

1. **Date of the next Board of Examiners meeting**
	1. **Supplementary Board of Examiners**The Supplementary Board of Examiners would be held on <insert date>.

 It was agreed that the External Examiner(s) would not attend the Supplementary Board but that xx would be available by telephone if required.

1. **Any other business**<Add discussion points and details of any recommendations>