Pre-Board Agenda

**Meeting:** Pre-Board - <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)**
3. **Confidentiality Statement (for note)**

*Reminder that the Pre-Board 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.*

*Due to the level of discussion required for individual students, the Pre-Board meeting will be conducted anonymously to avoid any possible bias. If the Pre-Board is 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. **Report from the Previous Board of Examiners**
   1. Minutes of the last Board of Examiners (for note)

*Update on recommendations/actions not yet complete*.

* 1. Report on Chair’s Actions taken since the previous meeting (for note)

*Including the outcomes of appeals and academic conduct rulings.*

**Items for discussion**

1. **Scrutiny of Module Marks and Assessment Grids**
   1. Confirm that moderation has taken place in accordance with the University’s Double-Blind Marking and Moderation Policy and highlight where further action is required.
   2. Confirm that any and all mitigating actions from the Industrial Action Impact Board have been applied. *(delete if not applicable)*
   3. Confirm that any and all recommendations from the Special Considerations Boards have been applied.
   4. Confirm that any and all penalties from Academic Conduct cases have been applied.
   5. Notify to the Board of Examiners particular modules and/or marks which may need specific scrutiny or scaling.
   6. Scrutinise the marks in the assessment grid or other format and identify errors, anomalies and omissions.
   7. Confirm that 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) has been applied. *(not required for Semester 1 Pre-Boards)*

*Clarity as to how the recommendation for each student has been arrived at is essential and the Pre-Board must be in a position to identify to Board of Examiners how its recommendations were reached.*

1. **Recommendations for the award of prizes and/or the Dean’s List** *(not required for Semester 1 Pre-Boards)*
2. **Recommendations for action prior to the next Pre-Board or Board of Examiners** *(during Supplementary Boards these will be done as Chair’s Actions)*

**Items for note**

1. **Confirm date of next Pre-Board and/or Board of Examiners meeting**
2. **Any other business**