Pre-Board Notes

**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>

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

1. **Introductions and welcome by the Chair**

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

1. **Apologies for absence**

Apologies were received from<list names and job titles>

1. **Confidentiality Statement** The members of the Pre-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 Pre-Board as a whole and staff should not enter into discussions with students about the details of decisions.

The Pre-Board 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 discussed.

1. **Report from the previous Board of Examiners**
   1. **Minutes of the last Board of Examiners held on <insert date>** Received minutes of the Board of Examiners meeting held on <insert date>

Either: All actions and recommendations were complete.

Or: An update on outstanding actions/recommendations was provided. These were as follows: <Insert detail>

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

Received report on Chair’s Actions taken since the previous meeting.

1. **Scrutiny of Module Marks and Assessment Grids**
   1. **Moderation**

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. **Industrial Action Impact Board** **<delete if not applicable>**

Either: There were no mitigating actions to be applied from the Industrial Action Impact Board.

Or: All mitigating actions from the Industrial Action Impact Board were applied as follows:

<List of module/assessment where confidence in outcome may be low and mitigation applied>

<List of students (by ID number) where confidence in a particular assessment may be low and mitigation applied>

* 1. **Special Considerations Board**

Either: There were no recommendations from the Special Considerations Board.

Or: All recommendations from the Special Considerations Board were applied.

* 1. **Academic Conduct Cases**

Either: There were no penalties from Academic Conduct cases to apply.

Or: All penalties from Academic Conduct cases were applied.

* 1. <Note any recommendations to the Board of Examiners for modules and/or marks which may need specific scrutiny or scaling>.
  2. **Approval of Module Marks and Scrutiny of Assessment Grid**

Assessment Grids were received for the following programmes:

<List the programmes>

The marks in the Assessment Grids (or other format) were scrutinised to identify errors, anomalies, and omissions.

Either: All marks were present and correct and no errors, anomalies or discrepancies were found.   
  
Or: The following issues were uncovered, discussed and actions identified:

| **Student ID** | **Errors, Anomalies and Omissions Identified** | **Action** | **Update on Action** |
| --- | --- | --- | --- |
|  | E.g., Marks were found missing for XX students in module xx | E.g. Find marks for student id …. | **E, g. Action Complete:** All marks have now been found and the marks profiles are now complete |
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* 1. **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) **were applied. <delete if not applicable>**

The recommendations to the Board of Examiners for each award classification and the rationale for each award classification were as set out in the attached individual consideration spreadsheet.

1. **Recommendations for the award of prizes and/or the Dean’s List <delete if not applicable>**

The Pre-Board recommends that the Board of Examiners approves the recommendations for Prizes and/or the Dean’s List set out in the attached Prizes spreadsheet and/or Dean’s List.

1. **Recommendations for action prior to the next Pre-Board or Board of Examiners**

**<**Add details of any actions not already identified above>

1. **Confirm date of next Pre-Board and/or Board of Examiners meeting**

<Insert date of next Pre-Board and/or Board of Examiners meeting>

1. **Any other business**

< Add discussion points and details of any recommendations]>