

Provider's name: Newham College of Further Education

Provider's UKPRN: 10004607

Assessment Board Membership and Terms of Reference

Academic Year 2022/2024

1. Appointment of Assessment Boards

1. For every course leading to an award there will be an Assessment Board at each stage of study. All decisions about the outcomes of assessment for all students and/or student's status on the course must be made by an Assessment Board. All decisions made by Assessment Boards must be consistent with the requirements of the academic regulations.
2. External Examiners are appointed by, and report to both the College and the awarding bodies. The terms under which they engage with the College and the courses to which they are appointed are those determined by the awarding body. However, no award of academic credit will be made without the prior receipt of the External Examiners' report and where they have confirmed that the academic standards are appropriate to the award.

2. Membership of Assessment Boards

3. The Chair of the Assessment Board will be a senior member of academic staff, with significant experience of assessment in higher education, and not directly involved in the delivery of the course/subject area or the assessment of students in the course or subject area considered by the Assessment Board.
4. The Registrar (or equivalent) or a nominee acting with the authority of the Data, Registry and Finance Committee reporting to the Higher Education Steering Board should normally be appointed as Secretary to the Assessment Board.
5. It will also include:
 - a. Course Leader;
 - b. all Module Leaders who have modules/units to be considered;
 - c. Director of Curriculum (Ex-Officio).

Under no circumstances may a student of Newham College be a member of, or attend, an Assessment Board. A person who is otherwise qualified to be an internal examiner for a course, for example as a member of academic staff and is coincidentally registered as a student on another course either at the same institution or elsewhere, will not be disqualified from carrying out normal examining commitments. The quoracy consists of the:

- a. Chair;
- b. Course Leader;
- c. External Examiner (by report);
- d. Registrar.

3. Authority of Assessment Boards

3.1. Student Decisions

6. Decisions about the outcomes of assessment for students must be made by an Assessment Board. It is the only authorised body to determine the status of students in accordance with these academic regulations. Decisions related to a student's progression, final results, and awards, will be approved by a properly constituted Assessment Board. Decisions made by Assessment Boards must be consistent with the requirements of the academic regulations.
7. No other body has authority to recommend conferment of an award or progression, nor to amend the decision of an approved and properly constituted Assessment Board acting

within its terms of reference and in accordance with the regulations for the course of study. An Assessment Board may, however, be required to review a decision, or may have that decision annulled under the appeals procedure.

8. The Chair of the Assessment Board must ensure that decisions are recorded in the minutes of the next board meeting, together with the reasons for those decisions.

3.2. Responsibilities

9. The Assessment Board has the following responsibilities to:

- a. set, safeguard and monitor the academic standards of the programmes and/or modules under its remit;
- b. ensure that assessment, marking and moderation processes are appropriate, rigorous and fair;
- c. ensure equity of treatment for students;
- d. ensure that assessment has been conducted within the College and Awarding Body regulations and guidance;
- e. confirm module marks and progression, award and classification decisions;
- f. formally recommend students for the award of a qualification to the Awarding Body;
- g. agree actions in the event of failure including condonement, reassessment and deferral provisions;
- h. implement, where required, the decisions of the College panels e.g. Mitigating Circumstances Panel(s).
- i. receive a report from each External Examiner on the appropriateness of the assessment process level and classification of proposed awards;
- j. ensure that departments respond to issues raised by the External Examiner(s) through the recognised process;

3.3. Decisions available to an Assessment Board

10. The Assessment Board considers all marks for all modules within the subject area. It agrees the marks for each module which may then not be altered except in cases of academic misconduct, procedural error which has been verified by the Chair, or by the Appeals procedure. This includes allocating:

- a. Pass with grade;
- b. Refer – Resit;
- c. Refer - Retake with/without teaching;
- d. Deferral;
- e. Fail – Retake allowed/not allowed.

11. Where a mark is capped because it is the result of a resit, or relates to work which has been submitted late, the Assessment Board will record the earned mark and the capped mark. The College registry will record the mark awarded and a flag to indicate the cap.

12. If the student is under investigation for academic misconduct, an "I" will be entered onto the student's record. Upon completion of the investigation the mark will be entered if the case is not proven/dismissed or the prescribed penalty will be applied to the mark and module.

4. Award and Progression Assessment Board

4.1. Decisions available to an Award and Progression Assessment Board

13. The Award and Progression Assessment Board considers every student at the end of each stage of their course after all marks for that student (including any marks relating to reassessment) have been decided by the Assessment Board.

- a. to make the award for which the student is enrolled and where relevant to make a classification decision;
- b. to permit the student to progress to the next stage of the course;
- c. to permit the student to progress to the next stage of the course with modules outstanding;
- d. to permit the student to continue on the current stage of the course;
- e. the Assessment Board may also compensate or condone failed modules within the parameters described by the awarding body;
- f. to terminate the student's study. Where possible, a student whose study is terminated will be made an exit award if the appropriate learning outcomes for that intermediate award have been met.

14. In order to make these decisions the following information will be made available to an Award and Progression Assessment Board by the course Assessment Board:

- a. the full history of each student's marks coming under consideration at the board;
- b. the decisions of the mitigating circumstances decision making panels relating to each student coming under consideration at the board
- c. notification of students/modules in which allegations of academic misconduct are under investigation;
- d. statistical data on the profile of marks for each module.

15. The Award and Progression Assessment Board is not empowered to alter the decision of a mitigating circumstances or academic misconduct panel in respect of any claim. Where new evidence comes to the attention of the chair of an Assessment Board that they feel may be material to a preceding procedure the matter should be referred to the chair of the of the decision-making panel.

16. The Award and Progression Board has the additional requirements to end a student's study where:

- a. a student has withdrawn, their study will be terminated.
- b. a student cannot be permitted a further registration on a core module in the course, their study will be terminated.
- c. a student has exhausted all attempts at resit and retake the student's study will be ended.
- d. a student has been permanently excluded from the College and all appeal attempts have been exhausted, internally and externally, the student's study will be terminated

5. Notification of the decisions of an exam board

17. Marks are released in time to allow students to prepare for any resit assessment they may have. All marks and results ratified by the Assessment Board are released through the College student portal **ONLY**. Marks must not be released to students by telephone.

18. It is the responsibility of students to find out their marks after they have been released.

6. Conduct of meetings

19. Students will not be considered anonymously at the Assessment Board but the board will not take account of individual students' circumstances except when directed by an mitigating circumstances, academic appeals or academic misconduct decision making panel.
20. Records of Assessment Boards will be kept for 7 years at a minimum.