
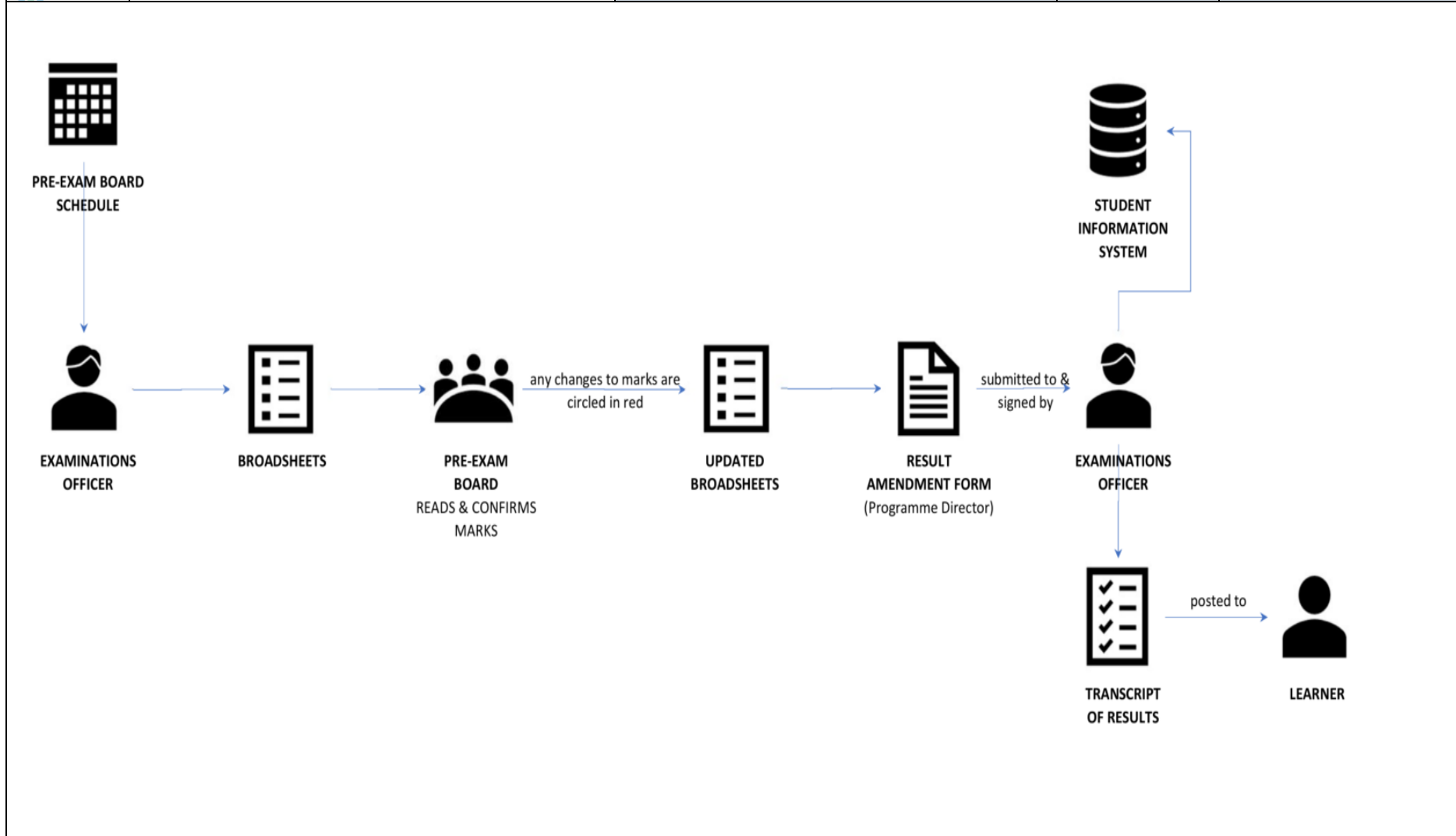


#	POLICY TITLE	POLICY AREA:	VERSION:	DATE ADOPTED :
	<b>6.12 PRE-EXAM BOARD: TOR</b>	ASSESSMENT OF LEARNERS	3.0	AUGUST 2020



### **Introduction and Context**

This document applies to the role and conduct of the Pre-Exam Board which take place once per year at the end of the first semester in order to ensure good management of Learner progression.

It links to:

- The review meetings before the Summer and Autumn Examination Boards
- The Examinations Board where all decisions made at the Pre-Examination Board are officially ratified.

### **Terms of Reference:**

On behalf of the Academic Board, The Pre-Exam Board, is authorised and expected to:

- Confirm, with the Examinations Officer, that all marks presented are accurate and authentic
- Discuss documented Mitigating Circumstances raised by Programme Directors and make determinations regarding reassessment procedures
- Discuss issues of reassessment where there were no Mitigating Circumstances and make determinations regarding same.
- Review borderline grades for Learners who are not in the award stage of their programme
- Agree results to be formally approved at the Examination Board
- Approve the release of provisional results to Learners

The Pre-Exam Board **is not** authorised or expected to make decisions on borderline award classifications.

### **Decisions and Reporting Structure:**

The Pre-exam Board makes decisions reissues of mitigating circumstances arising in the first semester. It agrees results to be brought to the Exam Board and approves the release of provisional marks. It is **not** authorised or expected to make decisions on borderline award classifications. It refers its findings to be ratified by the Exam Board.

- It is the responsibility of the Head of Examinations to record any action points agreed at the Pre-Exam Board and to make these minutes available within 48 hours of the meeting, to all attendees.
- The Chair of the Pre-Exam Board and the Head of Examinations submit the provisional broadsheets for formal approval at the next Academic Board meeting
- It is the responsibility of the Head of Examinations to ensure that External Examiners are informed of the outcomes of the Pre-Exam Board meeting.

### **Frequency of Pre-examination Board meetings:**

The Pre-examinations Board meets once a year at the end of the first semester in order to ensure good management of Learner progression.





<ul style="list-style-type: none"> <li>- The Programme Director and Programme Manager submit a Result Amendment Form to the Examinations Office</li> <li>- The Head of Examinations is required to authorise the change by signing the Result Amendment Form as confirmation of the accuracy of the changes made.</li> <li>- Changes to Learner marks that were agreed at the Pre-Exam Board can only be amended on the Learner administration system by the Head of Examinations in conjunction with the Programme Manager.</li> </ul>	<b>HoE</b>  <b>Programme Director</b> <b>Programme Manager</b>	<b>Result Amendment Form</b>
<p><b>Release of Provisional Results</b></p> <ul style="list-style-type: none"> <li>- The Head of Examinations and the Programme Manager release provisional results to Learners within 48 hours of the Pre-Exam Board meeting</li> <li>- Results cannot be discussed with a third party unless the Learner has signed a Registration Form giving permission to the College to communicate with the fee payer if this person is other than the Learner.</li> </ul>	<b>Head of Examinations</b> <b>Programme Manager</b>	<b>Notification of Results</b>

#### Policy Control Sheet

<b>Policy</b>	<b>QA 6.12 Pre-Exam Board: TOR</b>
<b>Version</b>	3.00
<b>Adopted/Effective</b>	Aug 2020
<b>Supersedes</b>	2.00
<b>Monitoring/ Next Review Date</b>	Yearly/Jan 2020
<b>Responsible Officer(s) Designated Reviewer(s)</b>	Examinations Office; DQAA;
<b>Scope</b>	Programme Wide

#### References

<b>SNMCI Policy area</b>	<b>6) Assessment of Learners: QA Vol 2</b>
<b>Developed with reference to</b>	QQI <i>Assessment and Standards Revised</i> (2013)

	<p>QQI (2016) <i>Core Statutory Quality Assurance Guidelines</i></p> <p>QQI (2016) <i>Statutory Quality Assurance Guidelines developed for Independent/Private Providers coming to QQI on a Voluntary Basis</i></p> <p><i>Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)</i>, May 2015</p> <p><i>Green Paper on Assessment (2018)</i></p>
<b>Related SNMCI Policies / Forms</b>	<p>QA 6.4: Assessment Control</p> <p>QA 6.13: Examinations Board: TOR</p> <p>QA 6.11: Roles and Responsibilities of External Examiner</p> <p>FQA 6.4: Assessment Control Form</p> <p>FQA 6.5: MCF</p> <p>FQA 6.12: Results Amendment Form</p>

#### Revision

<b>Revision Number</b>	<b>Revision Description</b>	<b>Originator</b>	<b>Approved By</b>
2.0/08/2020	Review for Blended Learning	Office of DQAA	AB