POLI	CY TITLE		POLICY AREA:		VERSION:	DATE ADOPTED :
SINICHOLAS MONTESSORI 6.12	PRE-EXAM BOARD:	TOR	ASSESSMENT OF LEA	ARNERS	3.0	AUGUST 2020
E-EXAM BOARD						
SCHEDULE					STUDENT INFORMATION SYSTEM	
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XAMINATIONS OFFICER	BROADSHEETS	PRE-EXAM BOARD	UPDATED BROADSHEETS	RESULT AMENDMENT FORM	EXAMINATIONS OFFICER	
		READS & CONFIRMS MARKS		(Programme Director)	\downarrow	
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					TRANSCRIPT OF RESULTS	LEARNER

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 <u>not</u> 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.

Composition of the Pre-examinations Board:

Membership consists of the following members:

- The Director of Quality and Academic Affairs: Chair [ex-officio];
- The Head of Examinations and Registrations;
- The Programme Directors for all programmes with assessment being discussed at the Board;
- The Deputy Programme Directors for all programmes with assessment being discussed at the Board;
- The Programme Managers for all programmes with assessment being discussed at the Board;

Meetings:	Person/s Responsible	Records generated to ensure evidence of follow through
 The date of the Pre-Exam Board is set in advance as part of the Academic Calendar The time and venue of The Pre-Exam Board will be communicated by the DQAA, to all attendees, well in advance of the meeting. 	DQAA	Academic Calendar Correspondence
 The Head of Examinations submits provisional broadsheets for consideration Marks are read and confirmed as accurate 	Examinations Officer	Broadsheets
 Reassessment with Mitigating Circumstances – (QA 6.5) In the case of documented Mitigating Circumstances having been accepted by the Pre-Exam Board, learners will have the opportunity to resubmit coursework for presentation at the next Examination Board 	Pre-Exam Board	Mitigating Circumstances Reports from PD's
 Programme Managers will issue repeat coursework to learners and they will be given a specified period of time (in line with the original submission period) to submit the work Submission of reassessed work within the specified timeframe and with Mitigating 	Programme Managers	·
Circumstances is <u>not normally subject to penalties</u> in the allocation of marks - Reassessed work will be treated in the same manner as all other coursework and will be subject to the Assessment Control Procedure (QA 6.4)	PD's/DPD's Lecturers	Repeat assignments issued

- In the case of reassessment by examination, learners will have the opportunity to re-sit		
examination(s) at a specified examination session. This will not be recorded as an		
additional sitting of the examination.		
Reassessment without Mitigating Circumstances -		
 In the case of reassessed work without mitigating circumstances, Learners will have the opportunity to resubmit coursework for presentation at the supplemental (Autumn) Examination Board Programme Managers will issue repeat coursework to Learners and they will be given a specified period of time to submit the work Regardless of when repeat coursework is submitted it will only be presented at the 	Programme Managers	Repeat assignment issued Moodle record
 supplemental (Autumn) Examinations Board Submission of reassessed work without mitigating circumstances is <u>subject to a cap of a pass mark</u> Reassessed work will be treated in the same manner as all other coursework and will be subject to the Assessment Control Procedure (QA 6.4) In the case of reassessment by examination, Learners will have the opportunity to re-sit examination(s) at a specified examination session, for presentation at a specified Examination Board (normally the supplemental Examination Board). This will be recorded on the Learner administration system as an additional sitting of the 	Programme Managers Examinations Office	
recorded on the Learner administration system as an additional sitting of the examination. Amendments to Results: At the Pre-Exam Board: - The Head of Examinations circles agreed changes in red on the provisional broadsheet. - The Head of Examinations minutes any changes agreed and made at the Pre-Exam Board and circulate these details within 48 hours of the meeting. After the Pre-Exam Board:	Head of Examinations (HoE)	Minutes

 The Programme Director and Programme Manager submit a Result Amendment Form to the Examinations Office 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. 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. Release of Provisional Results 	HoE Programme Director Programme Manager	Result Amendment Form
 The Head of Examinations and the Programme Manager release provisional results to Learners within 48 hours of the Pre-Exam Board meeting 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. 	Head of Examinations Programme Manager	Notification of Results

Policy Control Sheet

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

References

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

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

Revision

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