
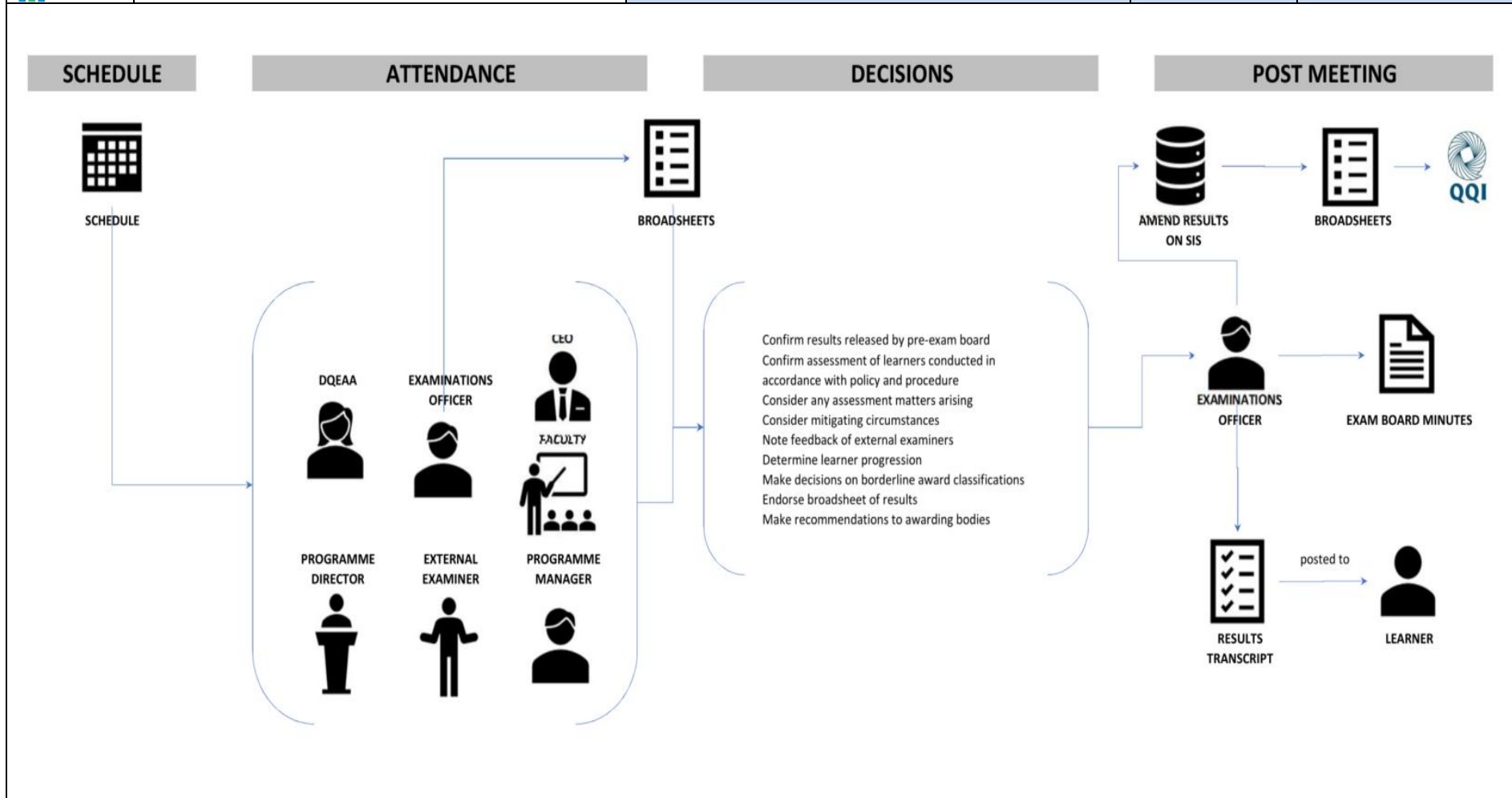


#	POLICY TITLE:	POLICY AREA:	VERSION:	DATE ADOPTED:
	6.13 EXAMINATIONS BOARD: TOR	6) ASSESSMENT OF LEARNERS	3.00	August 2020



Introduction and Context

The purpose of this document is to set out the College's policy and procedure with regard to the Examination Board.

The Examinations Board is responsible for the review of all assessment findings, following internal assessment, internal moderation, and the external moderation process. The primary role of the Examination Board is to consider all marks achieved by individual learners and to determine eligibility for progression or award.

The Examination Board operates in accordance with QQI Assessment and Standards (2013) and its operation and function will be reviewed to reflect any revisions, updates etc. to same. The status of the Examinations Board fulfils the regulatory requirement to establish a board or committee to 'consider all assessment findings and to determine assessment results for each of the learners presented' (Quality and Qualifications Ireland (2013), Assessment and Standards, Revised 2013, Section 2.2.8:

The Examinations Board is a subcommittee of the Academic Board and its processes involve.

- Discussions/ Review meeting
- Decisions/Examination Board
- Actions/Post Examination Board.

Terms of Reference:

The Examination Board is convened at the completion of every stage of a programme to:

- Consider all assessment findings and determine assessment results for each of the learners presented.
- Consider the recommendations of all assessors, external examiners, and other members of staff on the programme/s under consideration.
- Determine the summative assessment outcomes for all learners on all modules on all programmes validated by QQI leading to awards in the National Framework of Qualifications.
- Determine the award classification for all learners in the award stage of programmes validated by QQI leading to awards in the National Framework of Qualifications.
- Make decisions concerning applications for mitigation circumstances submitted by learners in respect of their assessments.

Composition of the Examinations Board:

- Director of Quality and Academic Affairs (DQAA) Chair [ex-officio]
- Head of Examinations and Registrations Secretary [ex-officio]
- CEO [in -attendance]
- The Programme Director (or nominee) for each programme under consideration [ex-officio]
- The Deputy Programme Director/Evening cohort [ex-officio]
- The External Examiner for each programme under consideration [ex-officio]

- Academic staff involved in determining learner grades, moderating the provisional marks awarded on the programme/s being considered.
- The Programme Manager for each programme under consideration [in -attendance]
- The Chairperson may invite an external party deemed relevant to the business of a meeting. [in-attendance by invitation]
- The validating body (QQI) may also choose to be represented at an Examination Board.
- No learner may be a member of an Examination Board

Role of the Examinations Board: (Decisions)

The role of the Exam Board is to:

- Confirm that the examination and assessment of learners has been conducted in accordance with the relevant programme documents and any policies and procedures set down by the validating body;
- Confirm results previously released by the Pre-Exam Board;
- Consider any matter concerning learner examination or assessment brought to its attention;
- Fully examine and discuss any mitigating circumstances put forward;
- Note the feedback of external examiners in relation to academic standards;
- Determine learner progression on the programme and, where appropriate, the conferment of an award of the relevant validating body;
- Make decisions on borderline award classifications;
- Endorse a broadsheet of results, which confirms, and records, total marks awarded to each candidate in each course module and which indicates each candidate's overall results;
- Circle agreed changes in red on the assessment broadsheet;
- Uphold the confidentiality of all of its meetings;
- Make recommendations to the awarding body (QQI) in relation to awards.

Decision and Reporting Structure:

The Exam Board is a decision-making body to determine learner progression on programmes and, where appropriate, the conferment of an award of the relevant validating body. The Exam Board also makes decisions on borderline award classifications and endorses a broadsheet of results, which confirms, and records, total marks awarded to each candidate in each course module and which indicates each candidate's overall results.

- The Chair of the Examination Board and the Senior Examinations Officer, submit the broadsheets, agreed by the Examination Board, for formal approval at the next Academic Board meeting;
- The Examinations Office will forward all original broadsheets (and pass lists where appropriate) to the relevant validating body.
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Examination Board Meetings:**Frequency:**

Normally twice per year, Summer (June) and Autumn (September)

Quorum:

- The Examination Board **must** be quorate i.e. have the appropriate members, in terms of numbers and positions, for the proper discharge of the Board's responsibilities (QQI, 2013). Any matters for decision considered when the meeting is deemed inquorate by the Chair must be subsequently ratified at the next Board meeting before those decisions can be actioned
- In order to be deemed quorate, a meeting of the Exam Board **must** include the following participants:
 - External Examiners **should** attend all Exam Boards considering progression and awards for learners. Where an External Examiner cannot attend, the agreement of the absent External Examiner **must** be gained before results are published. (See QA6.11: Role and Responsibilities of External Examiner)
 - At least 50% of the academic module leaders/lecturers to ensure adequate representation for each cohort of learners
 - The Deputy Programme Director/s for Evening cohorts

Timing:

- The dates for the Examination Boards are set the previous summer, when the calendar for the next academic year is being finalised.
- The date and time will be agreed well in advance with the External Examiner/s

Nature:

- Examination Board meetings are formal
- Members are required to fully prepare for The Exam Board meeting and to make every reasonable effort to attend each meeting.
- Members of the Examinations Board must be aware of, and maintain the confidential nature of the proceedings
- Where disagreement between Examiners (either internal or external) and the Board arises, the majority decision of the Examination Board members is final.
- Where there is a tied vote, the Chairperson has the casting vote.

Procedure Outline

**Person/s
Responsible**

**Records generated
to ensure evidence
of follow through**

Attendance:

As above

Conduct:

The Chair is responsible for ensuring that the conduct and deliberations of the Examination Board

**Chair of
Examinations
Board**

Academic Calendar

<p>are in line with SNMCI policies, marks and standards and QQI Assessment and Standards.</p> <p>Minutes: It is the responsibility of the Head of Examinations and Registrations to record the outcome of the Examination Board meeting and to make these minutes available within 48 hours of the meeting to all attendees.</p>		Minutes
<p>Meeting Pre Exam Board: Discussion/Review Meeting: (Discussions) To support the full and proper preparation of results for consideration by the Exam Board a meeting is normally convened, at an agreed time, in the week preceding the Exam Board. This meeting allows sufficient time for any corrective action prior to the main Examination Board.</p> <p>The role of this meeting is to...</p> <ul style="list-style-type: none"> - Ensure consistency of marking; - Discuss the outcome of any marking discrepancies; - Identify borderline grades in relation to award classification to be forwarded for discussion at the Examination Board; - Bring all issues discussed at this meeting to the Examination Board meeting. 	Head of Examinations / DQAA/ Programme Management	Minutes
<p>Procedure for Conducting Pre-Exam Meeting (Online):</p> <ul style="list-style-type: none"> - The DQAA will send an invitation to a ‘virtual’ meeting to the following people <ul style="list-style-type: none"> - Head of Examinations - Programme Directors - Deputy Programme Directors - Programme Managers - Learner Support Officer - CEO - The DQAA will send an agenda, guidelines about the conducting of virtual meetings and a ‘link’ to access the meeting. - The meeting space will be password protected and only those who have business with this meeting will be admitted. - The Head of Examinations will screen share as marks are reviewed and discussed. - PD’s and LSO will discuss issues as they arise. Criteria will be set for the resolution of borderline cases at the Exam Board 	<p>DQAA</p> <p>Head of Examinations Learner Support Officer PD’s</p>	<p>Correspondence Agenda</p> <p>Guidelines on the format and ‘netiquette’ of online meetings</p>

<ul style="list-style-type: none"> - Send a 'statement' to be signed and returned at close of meeting - Invite EE's to send reports following meeting - Release marks post Exam Board meeting <p>Programme Directors will:-</p> <ul style="list-style-type: none"> - Programme Directors will share screens as required and read all names and marks awarded for formal agreement by the Board. <p>External Examiners will:-</p> <ul style="list-style-type: none"> - The External Examiners will be called upon to comment and to agree. 	<p>PD's</p> <p>External Examiners</p>	<p>Minutes</p>
<p>Post Examinations Board: (Actions)</p> <p>Amendments to Results</p> <ul style="list-style-type: none"> - Changes to learner marks that were agreed at the Examination Board can only be amended on the learner administration system by a member of the Head of Examinations in conjunction with the Programme Manager. <p>Release of Results</p> <ul style="list-style-type: none"> - The Examinations Office and Programme Managers will release confirmed results to learners within 48 hours of the Examination Board meeting - Results are associated with the learner's identification number and e-mailed to the learner by the Examinations Office - The Examinations Office prints the learner transcript and posts it to the address requested by the learner - Results cannot be discussed with a third party unless the learner has signed a registration form which allows the College to speak to the fee payer or if the learner has signed a letter requesting the College to disclose results to a specified person. 	<p>Head of Examinations /Programme Managers</p> <p>Head of Examinations</p> <p>Head of Examinations</p>	<p>Minutes</p> <p>Correspondence</p>
<p>Reassessment Procedures</p>		

<p>Reassessment with Mitigating Circumstances -</p> <ul style="list-style-type: none"> - In the case of documented mitigating circumstances having been accepted by the Examination Board, normally the learner has the opportunity to resubmit his/her coursework for presentation at the next Examination Board¹ - Programme Managers issue repeat coursework and learners are given a specified period of time (in line with their original submission period) to submit work - Submission of reassessed work within the specified timeframe and with mitigating circumstances is not normally subject to penalties in the allocation of marks - Receipt of reassessed work is handled in the same manner as all other coursework and is subject to the College’s Assessment Control Procedure (QA 6.4) - In the case of reassessment by examination, the learner will have the opportunity to re-sit his/her examination(s) at the next scheduled examination session. This will not be recorded on the learner administration system as an additional sitting of the examination 	<p>Learner</p>	<p>Correspondence with learner</p>
<p>Reassessment without Mitigating Circumstances -</p> <ul style="list-style-type: none"> - In the case of reassessed work without mitigating circumstances, the learner will have the opportunity to resubmit coursework for presentation at the next Examination Board - Programme Managers will issue repeat coursework to the learner along with a specified period of time (in line with their original submission period) to submit work - Submission of reassessed work without mitigating circumstances is normally subject to a cap - Receipt of reassessed work is handled in the same way as all other coursework and is subject to the College’s Assessment Control Procedure (QA6.4) - In the case of reassessment by examination, the learner will have the opportunity to re-sit his/her examination(s) at the next scheduled examination session. This will be recorded on the administration system as an additional sitting of the examination. 	<p>Programme Manager</p>	<p>File of repeat assessments as agreed by the Assessment Board</p>
<p>Review of a Decision of the Examination Board</p> <p>Grounds for appealing the decision of the Examination Board are detailed in the QA 7.12: Assessment Appeals.</p>	<p>Examinations Office/ Programme Manager</p>	<p>Correspondence with learner</p> <p>File of repeat assessments as agreed by the Assessment Board</p>

¹ In exceptional circumstances the Examination Board may decide on an alternative means of reassessment.

Policy Control Sheet

Policy	QA 6.13 Examinations Board TOR
Version	3.0
Adopted/Effective	August 2020
Supersedes	Version 2.0
Monitoring/ Next Review Date	Every Two Years / August 2022
Responsible Officer(s) Designated Reviewer(s)	Head of Examinations and Registrations; Director of Quality and Academic Affairs
Scope	All Programmes/Academic/Assessment

References

SNMCI Policy area	6) Assessment of Learners: QA Vol 2
Developed with reference to	<p><i>QQI Assessment and Standards, 2013 (Revised)</i></p> <p><i>QQI (2016) Core Statutory Quality Assurance Guidelines</i></p> <p><i>QQI (2016) 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), May 2015</i></p> <p><i>Green Paper on Assessment 2018</i></p>
Related SNMCI Policies / Forms	<p>QA 6.10: Nominating and Appointing External Examiners</p> <p>QA 6.11: Role and Responsibilities of External Examiners</p> <p>QA 6.12: Pre-Exam Board</p> <p>FQA 6.13 A: Special considerations at Exam Time; EQA 6.13 B: Change of Results Form; BFQA 6.13: SNMCI Guidelines for joining an online Examinations Board</p>

Revision

Revision Number	Revision Description	Originator	Approved By
2.0/August 2020	General update based on application for Blended Status	Office of DQAA	