

H4 Membership and Terms of Reference of the Assessment Boards

H4.1 Membership of the Subject Board

Ex officio

- Head of School/Assistant Dean or Head of Programme (Chair) *
- Relevant subject area Head of School/Assistant Dean
- Relevant Module Leaders or Head of Programme(s) or nominees*
- Relevant external examiner(s) *

* Academic (4+)

** Professional services (0)

*** Students (0)

Total (4+)

Co-optees

- Representative of the Careers and Business Relations**
- Representative of International Partnerships Office (IPO) **
- Representative(s) of Academic Staff (PLP tutor or SPA/language Co-ordinator)*
- Clinical Placement Co-ordinator**

In attendance:

- Secretary (from the Registry)
- Co-optees (as required by the board)

(Total attendance = will vary dependent on the number of subject area Heads of School/Assistant Deans *, Module Leaders * and External examiner(s) * required).

H4.2 Terms of Reference for the Subject Board

The Subject Board shall exercise the following powers and functions within the context of the University's regulations:

1. To verify the results for each subject.
2. To confirm passes and failures in modules.
3. To confirm the penalty in relation to any cases of academic misconduct recommended by the Academic Misconduct Board.
4. To confirm the deferral of assessment(s) which has had an extenuating circumstances claim accepted by the Extenuating Circumstances Board.
5. To confirm the hours for any work/clinical placement.

6. To confirm students' credits and, where applicable, grades from the Study Period(s) Abroad/and or Placement Learning Projects.
7. To reconsider an earlier decision made after referral from the Appeals Board or the Review Board.
8. To discuss any amendments made to marks for a cohort of students recommended by external examiners.
9. To make recommendations to the Programme Committee and/or Head of Programme on any matters concerned with the teaching and assessment methods of any modules or SPA/PLP, based on matters arising from the results and external examiner(s) comments.
10. To review module statistical data.
11. To ensure that the academic regulations of Regent's University London are adhered to and that the Board is carried out to University standards.

H4.3 Standing Orders for the Subject Board

1. An Independent Head of School/Assistant Dean or Head of Programme shall be the ex officio Chair of the Subject Board. Alternatively, the Independent Head of School/Assistant Dean or Head of Programme may delegate the role of Chair to his / her nominee. The nominee must be selected from the committee membership.
2. Co-opted members will participate in the deliberations of the Board as required by the Board.
3. Observers are only allowed at the permission of the Chair, and should not participate in business unless authorised by the Chair.
4. Co-opted members and observers shall not be entitled to vote on motions proposed at the Board.
5. The Secretary of the Board will normally be from the Registry.
6. Where necessary, the relevant Faculty Dean / Institute Director may appoint suitable alternates to attend meetings at which members are unable to be present; however alternates to external examiners may not be appointed. Absences may only be accepted and alternates may only be appointed in exceptional circumstances and prior written agreement for this must be received from the relevant Faculty Dean / Institute Director as applicable.
7. The Board shall not be considered quorate unless:
 - a) at least half of the members are present;

- b) at least one external examiner is present.
- 8. The Secretary from the Registry will be required to be present throughout for the Board to convene.
- 9. In exceptional circumstances where an external examiner cannot be present they must submit a report prior to the Board meeting.
- 10. The Board will meet as often as required.
- 11. The structure and terms of reference of the Board shall be approved or varied only with the approval of the Secretary of Senate prior to final approval at the SQAEC.
- 12. Formal minutes, prepared in the prevailing and agreed University format are a requirement of the operation of the Board.