

**TERMS OF REFERENCE, COMPOSITION AND QUORACY OF BOARDS OF STUDY
AND EXAM BOARDS AND DUTIES OF OFFICERS**

- (viii) To make recommendations to SEC on in-year assessment changes arising from unforeseen issues to ensure the effective delivery and assessment of the course(s) under its remit and to provide regular reports as required to relevant School committees. The Chair of the Board of Study will be responsible for ensuring that the majority of students sign to agree to any in-year assessment change.
- (ix) The Chair of the Board of Study will be the main point of contact with the Chair and Deputy Chair of the PAB. The Chair of the Board of Study will be responsible for ensuring the proper and timely setting of all assessments including collation and submission of exam questions for scrutiny to the Deputy Chair of the PAB. The Deputy Chair of the PAB will seek the approval

particular choice of modules. The scaling of marks, in line with University guidance, may be considered in such situations. The Chair of the MAB will consult the relevant External Examiner before making recommendations to the Pro Vice-Chancellor (Education and Students) for approval to remedy the situation. The Chair will also report the matter to the Board of Study responsible for the module.

- (v) To exceptionally recommend proposed outcomes for approval by the Pro Vice-Chancellor (Education and Students) in all cases where external moderation has not been conducted on a module, to ensure that progression and award decisions are not unduly delayed. All such cases must be reported to University Education Committee and Senate.
- (vi) To transmit marks for modules to the Student Administration Office (SAO) who will ensure they are available to the appropriate PABs.

MAB Composition:

Chair (nominated by Head of School); Deputy Chair (nominated by the Head of School usually for a minimum of three years); a representative group of the internal Markers of the assessments to be conducted by the examination board; the External Examiner(s). School Education Committee recommends the appointment of officers and members to University Education Committee for formal approval. Markers who are not members of the Board have the right to be in attendance.

MAB Quoracy and attendance:

For the MAB, the minimum quoracy is the Chair, Deputy Chair and 2 other examiners. External Examiners are not required to attend meetings but should be available for consultation if necessary.

School Progression and Award Boards (PAB)

5. School PAB Terms of Reference: Progression and Award:

Schools will have an Undergraduate and a Postgraduate PAB

- (i) To determine, in accordance with the rules and procedures determined by University Education Committee, whether students for certificates, diplomas or degrees have satisfied the rules for progression from one stage of the course to the next.
- (ii) To recommend to the

- convening the meetings of the MABs and PABs
- agreement between the Chair (or deputy) of the examination board and the Chairs of Boards of Study the allocation of modules to MABs, ensuring that all elective modules owned by the School are assigned to a MAB
- convening the School PAB at School level and including all courses owned by the School.
- ensuring that the examination board functions in accordance with its *Terms of reference*
- ensuring the effective conduct of business
- ensuring that a PAB

(ii) ensuring, where appropriate, model answers to quantitative questions

Appendix 1: undergraduate and postgraduate PABs with a different timing or remit

Candidates on the following courses may be considered at the following School PAB:

Business School

UG Finalist PAB: MBA Masters in Business Administration

PG Resit PAB: MBA Masters in Business Administration (January start)

ESW

UG Finalist PAB: PG Dip Social Work (Step Up to Social Work)

UG Progression PAB: BA Social Work (final stage); MA Social Work (Year 2); PG Dip Social Work (Year 2)

EngInfo

PG Resit PAB: to consider resits/sits for Semester 1 modules on MSc Intelligent and Adaptive Systems; MSc Robotics and Autonomous System

LPS

UG Finalist PAB: Dip GRAD in Law

Psychology

PG Resit PAB: PG Cert Low-Intensity Psychological Interventions for Children and Young People; PG Dip Psychological Therapy; PG Cert Mental Health Wellbeing Practice (January version); PG Dip Children's Wellbeing Practice (January version); Grad Cert Mental Health Wellbeing Practice (January Version); Grad Dip Children's Wellbeing Practice (January version) (final cohort awarded at PAB July 2024)

PGT Finalist PAB: Grad Dip Education Mental Health Practice; Grad Cert Mental Health Wellbeing Practice January version;

In-Year PAB (Summer) 95.32 841.92 reW*nBT/F2 11.04 Tf1 0 0 1 188.18 392.69 Tm04 Tf1 th