

**This version was used in 2021-22**

Board of Examiners  
Guidance Procedures  
2019/20

These guidance procedures are intended for use by those staff chairing and servicing Boards of Examiners meetings and should be used in conjunction with the Goldsmiths' College Assessment Regulations, Guidance and Procedures which can be found [here](#).

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## 1. Introduction

This handbook provides guidance on the process and procedures of Board of Examiners meetings for Goldsmiths' staff and Board members. These procedures apply equally to all taught programmes irrespective of their level. Where procedures differ from undergraduate degrees those exceptions are noted.

### 1.1 Key Contacts

The Assessments [Goldmine page](#) contains an up-to-date list of contact details for the Assessment Manager and the Assessments team.

### 1.2 Definitions

<b>Assessment</b>	The term assessment covers all forms of assessment and examination, including but not restricted to coursework, reports, dissertations, portfolios, oral and aural tests, practical projects, seminar presentations, and unseen written examinations.
<b>Assessment point</b>	An assessment point is the time during the year when an assessment is due for submission or due to take place. This may be an examination period held in January, May or August, but it will also include times where other assessment types, i.e. coursework is due for submission. Reassessment can take place at any point in the year, with the exception of examinations which should be held in the scheduled examination periods. The College is responsible for setting the dates of the examination periods and academic departments are responsible for setting dates for all other assessments.
<b>Attempt</b>	This refers to the number of attempts/takes a student has had at an assessment. Marks for the first attempt are uncapped. Marks for subsequent attempts will be capped at the minimum pass mark. Clarification on how this applies for 2019/20 is confirmed in <a href="#">sections 6.1-6.3</a> .
<b>Compensation</b>	In some circumstances, on undergraduate programmes, credit may be awarded for a narrowly failed module when the overall average mark for the modules at the same level is high enough to compensate for the failed mark.
<b>Deferred assessment</b>	Refers to cases in which evidence of extenuating circumstances has been submitted by a student in respect of assessments(s) and have been accepted to allow an assessment submission to be deferred to the next assessment point.
<b>Extenuating circumstances</b>	Extenuating circumstances (ECs) are unforeseen events or conditions that may impair a student's ability to carry out assessments. Supporting evidence is the proof that these circumstances have taken place and have affected the student during the assessment period. It is the student's responsibility to submit an EC application and provide the supporting evidence, in enough time for them to be taken into consideration for assessments. ECs should not be used for ongoing issues. Confirmation of the changes to the EC policy for 2019/20 are detailed in <a href="#">section 3.2</a> .
<b>External Examiners</b>	Examiners external to Goldsmiths who provide advice on the academic standards of awards, programmes of study and/or modules with reference to national frameworks and practice in comparable UK higher education institutions of which they have experience.
<b>Module</b>	A self-contained unit of teaching and study which has its own learning outcomes and is independently assessed. Modules are designated as having a credit value and a level. They may be taught either over a whole academic year or completed within one or two terms.
<b>Programme</b>	A programme with a prescribed structure, which may include supervised practice or research, and associated assessment which on successful completion leads to the award of a certificate, diploma or degree.

## 2 Key Dates

### 2.1 Undergraduate

Activity	Dates
<i>Departmental Preparation</i>	Monday 1 <sup>st</sup> June to Monday 13 <sup>th</sup> July 2020
<i>Departmental Board of Examiners</i>	Monday 15 <sup>th</sup> June to Friday 10 <sup>th</sup> July 2020
<i>School Board of Examiners (Subject to change)</i>	Thursday 2 <sup>nd</sup> and Friday 3 <sup>rd</sup> July 2020
	Monday 13 <sup>th</sup> and Tuesday 14 <sup>th</sup> July 2020
<i>Summer Results Release</i>	Monday 29 <sup>th</sup> June to Friday 17 <sup>th</sup> July 2020
<i>Last publishing date to notify students of late summer resits</i>	Friday 17 <sup>th</sup> July 2020
<b>Autumn Semester</b>	
<i>Departmental Preparation</i>	Monday 3 <sup>rd</sup> August to Friday 18 <sup>th</sup> September 2020
<i>Deadline to input late summer results and submit memos</i>	Friday 18 <sup>th</sup> September 2020
<i>School Board of Examiners (Subject to change)</i>	Monday 7 <sup>th</sup> September 2020
	Monday 21 <sup>st</sup> September 2020
<i>Late Summer Results Release</i>	Monday 14 <sup>th</sup> to Friday 25 <sup>th</sup> September 2020

### 2.2 Postgraduate

Activity	Dates
<i>Departmental Preparation</i>	Monday 1 <sup>st</sup> June to Friday 31 <sup>st</sup> July 2020
<i>Departmental Board of Examiners</i>	Monday 15 <sup>th</sup> June to Friday 31 <sup>st</sup> July 2020
<i>School Board of Examiners (Subject to change)</i>	Thursday 2 <sup>nd</sup> and Friday 3 <sup>rd</sup> July 2020
	Monday 13 <sup>th</sup> and Tuesday 14 <sup>th</sup> July 2020
	Monday 3 <sup>rd</sup> August 2020
<i>Summer Results Release</i>	Monday 29 <sup>th</sup> June to Friday 7 <sup>th</sup> August 2020
<i>Last publishing date to notify students of late summer resits</i>	Friday 17 <sup>th</sup> July 2020
<b>Spring Semester</b>	
<i>Departmental Preparation</i>	Tuesday 1 <sup>st</sup> September to Friday 7 <sup>th</sup> November 2020
<i>Departmental Board of Examiners</i>	Monday 7 <sup>th</sup> September to Friday 30 <sup>th</sup> October 2020
<i>School Board of Examiners (Subject to change)</i>	Monday 21 <sup>st</sup> September 2020
	Monday 2 <sup>nd</sup> November 2020
<i>Results Release</i>	Thursday 17 <sup>th</sup> September to Monday 9 <sup>th</sup> November 2020

## 3 Notes for 2019/20 Board of Examiners Meetings

This guidance has been updated for 2019/20 to ensure correct guidance is shared with all stakeholders. The following are important notices of changes.

### 3.1 Exceptional Academic Regulations

Goldsmiths' [Exceptional Academic Regulations](#) have been invoked to support students in completing their studies. These adjustments will be vital in ensuring students continue to be treated fairly in light of the disruptions stemming from Covid-19. There are some programmes which these exceptional regulations might not apply or might not apply in full. This relates to some programmes that are externally accredited, programmes that have a high practice element and programmes that include a placement. A list of programmes with approved exemptions will be circulated at a later date.

### 3.2 Extenuating Circumstances Policy

The following changes have been put in place from 10 March 2020 for the remainder of the Academic year (2019/20) due to the impact of Covid-19 on students extenuating circumstances applications;

The following are considered as acceptable categories;

- Caring Responsibilities – additional caring responsibilities for children and/or other dependents.
- Key Workers – students who fall under the 'key worker' category outlined by the government and are required to work additional hours.
- IT Failure/Unreliability – as teaching and assessment has moved to online platforms, the reliability of IT has become critical. Students should ensure they contact their department if they have ongoing IT and accessibility issues so that these might be resolved in advance. Students who experience IT failure or unreliability that might impact their ability to submit assessments can submit an EC request on this basis.

Students should provide self-certification by including a statement within their application confirming their details and how this has impacted their assessment(s). No further evidence is required when submitting an EC request for the remainder of the current academic year (2019/20).

The following has also been approved;

- Self-Isolation – students who have been advised to self-isolate by the NHS and are therefore unable to submit assessments can self-certify. They have been advised to use the following statement in their application "I have been advised by the NHS to self-isolate. This advice was issued on the (enter date) and the period of self-isolation ends on (enter date)".
- Self-Certification – students are not required to provide independent evidence of any extenuating circumstance and can self-certify. Students must provide a statement within their application confirming their details and how this has impacted their assessment(s).
- Adjusted Deadline – a minimum extension of 15 working days should be applied wherever possible, students who are able can submit earlier than the extended deadline. The department should consider if an extension or deferred assessment would be most supportive of the student depending on the individual's circumstances.

EC requests submitted by students prior to 10 March 2020 should have been considered and accepted in accordance with the original EC Policy in effect at that time.

### 3.3 Academic Manual – Maximum Registration

The maximum period of study detailed in the [Academic Manual](#) has been amended for 2019/20 onwards, where the maximum period is now the programme duration plus two years (3.5.2). For students who enrolled pre 2019/20 the previous maximum registration period of seven years applies (1.8 [General Regulations 2018/19](#)).

## 4 Student Responsibilities

### 4.1 Academic Integrity

Academic misconduct is defined as any attempt by a student to gain an unfair advantage in any assessment. The term academic misconduct includes all forms of cheating, plagiarism, and collusion.

Students are required to confirm that they have read and understood the Academic Misconduct statement (3.2 [Academic Misconduct Policy and Procedures](#)) online when they confirm their programme of study each session in the Autumn term. Students are also required by the department receiving the work, to sign this statement again or confirm that they have read and understood these regulations each time they submit for an assessment.

In particular students should be aware of the rules regarding duplication of materials i.e. students may not present substantially the same material in any two pieces of work submitted for assessment, regardless of the form of assessment. The same material may not for instance, be repeated substantially in a formal written examination or in a dissertation if it has already formed part of an essay submitted for assessment. This does not prevent a student from referring to the same texts, examples or case studies as appropriate, provided he/she does not merely duplicate the same material.

Full details of the policy and procedures regarding academic misconduct can be found [here](#).

### 4.2 Reasonable Adjustments

Goldsmiths can make reasonable adjustments to any aspect of university life, including assessments and examinations. These adjustments aim to ensure that disabled students are given fair access to study and assessment, as set out in the Equality Act 2010.

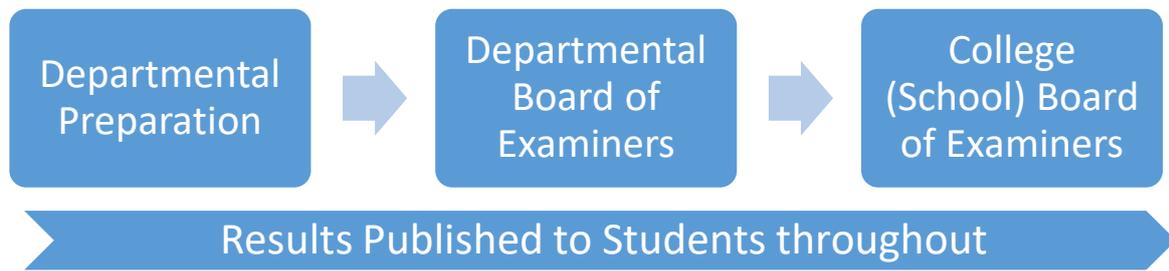
Students can be provided with a Reasonable Adjustment Support Agreement (RASA), or amendments to existing RASA's by meeting with a Disability Advisor. Full process advice is available [here](#).

### 4.3 Extenuating Circumstances

Students are responsible for submitting assessed coursework, portfolios, dissertations, etc., by the deadline published by the department(s) and for attending written examinations at the published time and place. If a student experiences extenuating circumstances, preventing them from completing an assessment to the best of their ability, it is their responsibility to apply for extenuating circumstances using the online form.

The [Wellbeing Service](#) can assist students in understanding the extenuating circumstances process and their eligibility to apply. Full details of the policy can be found [here](#).

## 5 Overview of Board of Examiners Process



### 5.1 Departmental Preparation

Academic Departments are responsible for entering marks and progression decisions and preparing programme mark sheets for the Departmental Board of Examiners (BoE), which is identified as 'Departmental Preparation'. Departments are required to submit Chair's Memos to confirm decisions to be published to students which are not required to be considered at the Departmental Board of Examiners. Under the Exceptional Academic Regulations, provisional results can be released to students where they have not been through the appropriate second marking and moderation and/or where results are pending, this is so we can support students as much as possible to complete their studies and progress.

### 5.2 Departmental Board of Examiners

The Departmental Board of Examiners are responsible for assessing the performance of students, and considering results, progression and degree awards to students. They will consider all non-standard records (i.e. student mark profiles that require specific consideration by the Board, including where the EAR are applied to individual student outcomes) and make recommendations to the School Board of Examiners for ratification. The list of progressions which must be considered at the Departmental BoE are detailed in [section 8.3](#).

### 5.3 College (School) Board of Examiners

The School Board of Examiners is divided by School; Arts and Humanities, Culture and Society and Professional Studies, Science and Technologies.

The School Board of Examiners is responsible for ratifying decisions taken by Departmental BoE, specifically in the application of the EAR. Student profiles will only be viewed at this Board which are non-standard and require further consideration, e.g., recommendations of performance consideration due to extenuating circumstances. The list of progressions which will be considered at the School BoE are detailed in [section 9.4](#).

### 5.4 Publication of Results

Results to students will be published throughout the three stages, some of these results will be provisional and this will be clearly communicated to students.

## 6 Applying the Regulations

The following sections determine how the regulations should be applied by the Board of Examiners. Detailed records of decisions taken and the reasons for the decisions, particularly when the Exceptional Academic Regulations have been applied, must be recorded in the minutes of the Board.

### 6.1 Failed Modules

Students have three attempts to pass an assessment (the first attempt and two re-sits) except on programmes with professional practice requirements, where attempts may be limited to one or two only.

In line with section 6 of the EAR, where a student fails a module at first attempt where the assessment took place post 16th March 2020 the remaining two attempts will be uncapped.

If the assessment took place before 16th March 2020, the two remaining attempts will be capped and for students who are on their second or third attempt (capped), the cap already applied will remain.

Guidance on applying the assessment actions on Columbus in assignment mark entry can be found on [Goldmine](#).

### 6.2 Limited Assessment Completion

Where assessments cannot take place in 2019/20 due to the emergency situation but the assessments must be sat for the module/programme to be completed, these assessments should be deferred to the next session (2020/21). You should not record mitigation as accepted (highlighted), as this is for extenuating circumstances only.

BUSINESS PLAN - MA AA COURSEWORK ( 100%)					
Student Ref	Student Name	Mark	Actual mark	Action	Mitigation
33332043	Test, Beon (08-Apr-1984)			Absent with Mitigation - Deferred to next session (not in attendance) ▾	(none) ▾

The student should not lose an attempt and the reassessment should be uncapped. For guidance on how to record this on assignment mark entry, guidance is available on [Goldmine](#).

Where the BoE have determined that the remaining assessment elements of the module which have been sat and passed have met the learning outcomes for the assessment which cannot be sat, in line with the EAR, the Departmental BoE can recommend to the School BoE that the module be passed (on the basis of the completed assessments) and the assessment is not required to be reassessed.

### 6.3 Non-Valid Attempt

The following constitutes a non-valid attempt;

- A non-submission (ABS) or plagiarised assessment - a mark of 0% must be awarded.
- An assessment which is marked between 1-9% which has not attempted to address the specific learning outcomes.

In line with the EAR, where the BoE have determined that a module can be passed without all assessment elements being sat because the learning outcomes have been met (see [6.2](#)), this will constitute a valid attempt.

## 6.4 Progression to the next level/stage of study

### 6.4.1 Full-time Undergraduate

Under the GAM, Departmental BoE are permitted to progress students to the next level of study (level 4 or 5) with 30 credits of reassessment, progression code PR.

In line with the EAR, Departmental BoE are permitted to progress students to the next level of study (level 4 or 5) with 60 credits of reassessment, progression code PRE. Departmental BoE must assess on a case by case basis if this progression is in the student's best interests considering their individual circumstances.

Where programmes are governed by PRSB requirements, these requirements will take precedence.

Where a student is progressed with 60 credits of reassessment, the Department must provide additional support to the student, including recognising and scheduling the reassessment for the most appropriate assessment point for the student within the academic year. Where appropriate, Boards should determine that a student should repeat the modules and not progress to the next level of study.

### 6.4.2 Part-time Undergraduate

Under the GAM Departmental BoE are permitted to progress students to the next stage of study once 45 credits have been achieved, progression code P.

In line with the EAR, Departmental BoE are permitted to progress students to the next stage of study without having met these requirements and apply a presumption of study, progression code PRE.

Where a student is progressed with presumption of study, the Department must provide additional support to the student, including recognising and scheduling the reassessment for the most appropriate assessment point for the student within the academic year. Where appropriate, Boards should determine that a student should repeat the modules and not progress to the next stage of study.

### 6.4.3 Postgraduate Taught and Foundation Year Students

Progression requirements are normally confirmed in individual programme specifications. In line with the EAR, programme specific changes have been made to progression rules and approved by QSSC.

Departmental BoE are responsible for applying approved changes when determining progression decisions.

## 6.5 Extenuating Circumstances

Extenuating circumstances outcomes must be recorded on the programme mark sheet as accepted or rejected against the assessment. Departments can recommend the most appropriate outcome for the student and the assessment, i.e. an extension or a deferred assessment. Where students have passed the module and it is not appropriate for them to submit reassessment, the Departmental BoE can consider performance consideration and make a recommendation to the School BoE who will make a decision and ratify the results. Departments should use the Extenuating Circumstances guidance available on [Goldmine](#) which details what must be considered and the limitations when recommending a mark uplift.

Extenuating circumstances can grant a student an additional attempt at an assessment and if the student is at first attempt the reassessment will be uncapped.

Departments must ensure that 'double counting' for extenuating circumstances does not take place. An application can only be considered for the attempt it is submitted for and an outcome of either an extension, deferral or performance consideration applied. If the student experiences further extenuating circumstances for a later attempt, the student must submit an additional application which cannot be the same circumstances previous applied for, unless the circumstances have continued to affect the student and this can be demonstrated in the application.

## 6.6 Compensation

In some circumstances, on undergraduate programmes, credit may be awarded for a narrowly failed module when the overall average mark for the modules at the same level is high enough to compensate for the failed mark. Although failure of a non-compensatable module cannot be compensated by achievement in other modules.

For a module to be eligible for compensation, a final mark of 35% or above must be achieved with an overall mean mark of 45% for all modules at that level. A module can only be compensated after all permitted attempts to pass it have been made. No more than 30 credits can be compensated at any one level and no more than 60 credits in total for an undergraduate degree.

## 6.7 Pass Degree

Where a student has failed to pass a module at the final attempt but made valid attempts for each attempt at the assessment, the Departmental BoE are permitted to allow the student to continue on the programme to achieve a Degree without Honours. A minimum total of 300 credits must be achieved, with at least 60 credits at level 6.

Where a Departmental BoE have approved a student to continue to achieve a Pass Degree, this must be recorded in the *Notes* section of the programme mark sheet. This decision must also be recorded in the minutes of the Board.

## 6.8 Provisional Module Outcome

Provisional module outcomes can be where assessment marks are pending or have not yet been through the full moderation process. The Departmental BoE must determine whether they are able to provide the student with a provisional module outcome based on any assessment results which are recorded. In some cases, the module outcome may remain blank as the results are pending.

The EAR permits Departmental BoE to agree an overall module outcome on the basis of completed assessments or elements of assessments where;

- The Board determines that sufficient information exists to enable a decision to be reached on a consistent basis about each student's overall performance and achievement of the learning outcomes, and;
- At least 50% of the weighted module assessment is available to the Board.

## 6.9 Provisional Progressions

In line with the EAR, BoE are able to release provisional progression decisions to students where the Board has sufficient information available to determine a progression decision. These provisional progression codes are detailed in the table in [9.2 Provisional Progressions](#), these are identifiable by an (\*) asterix.

Provisional progression decisions can be where assessment marks are pending or have not yet been through the full moderation process.

Departments must follow the guidance detailed in [section 7](#) on which provisional progressions can be published to students without the need to go to the Departmental BoE, this includes following the Memo process ([section 10.7](#)) to instruct the Assessments Team which results can be published.

Once the full marking and moderation process has been completed departments must use the [Memo templates](#) to send results to the Assessments Team for publishing to the students.

## 6.10 Provisional Awards

In line with the EAR, BoE are able to release provisional awards to students where the Board has sufficient information available to determine a provisional award. In these circumstances the progression should be entered as PA – Provisional Award and the classification entered manually from the drop-down list.

Progression:	Please select...	Overall mark:
Classification:	Please select...	

The progression **must** be entered before the classification, if the classification is entered first then the progression box will disappear.

Provisional awards can be where assessment marks are pending or have not yet been through the full moderation process.

Departments must refer to [Section 10.7](#) using the appropriate Memo template to instruct the Assessments Team to publish provisional awards to students.

Once the full marking and moderation process has been completed departments must use the Memo templates to send results to the Assessments Team for publishing to the students.

## 6.11 Final Award Consideration

### 6.11.1 Undergraduate – 2019/20 First Year Cohorts

At the time of programme completion (i.e. from 2021/22), an additional classification algorithm for the current undergraduate first year cohorts who have been impacted by the emergency situation will be applied. The additional classification will discount the first year marks in full. Whichever classification provides the higher classification outcome for students will be used by the Departmental BoE in confirming the final award. This must be recorded in the BoE minutes and reported to the School BoE.

### 6.11.2 Undergraduate – 2019/20 Second Year Cohorts and Finalists

For the undergraduate second year cohorts and finalists in 2019/20, the Departmental BoE can consider the overall performance before and after the emergency situation to determine a final degree classification. The BoE must review the module results achieved before 16th March 2020 and compare these to module results after 16th March 2020 to determine if these marks are in a higher classification band. The BoE can then make a recommendation to the School BoE that the degree classification for the student should be in the higher classification band. This would normally be limited to one classification band.

### 6.11.3 Postgraduate

For Postgraduate taught students, the Departmental BoE can consider the performance in the final project/dissertation in comparison to the student's overall performance across the remaining modules. Where the performance in the final project/dissertation is lower than the performance on

the remaining modules, the BoE can make a recommendation to the School BoE that the degree classification for the student should be in the higher classification band. This would normally be limited to one classification band.

## 6.12 External Examiners

It is expected that efforts will be made for external examiners (EE) to attend Departmental Board of Examiners remotely, although there may be circumstances that impact their attendance. The EAR allows for Departmental BoE to proceed without an EE in attendance. In these circumstances the decisions made at the Board are provisional until the EE has confirmed the decisions. Where a decision is provisional the [Provisional Progression codes](#) should be used.

The Chair is expected to report these circumstances to the Assessments Team and ensure this is recorded in the minutes of the meeting.

If an EE is unable to attend but is able to provide comments for the Board, these should be presented at the meeting and recorded in the minutes.

## 7 Departmental Preparation

### 7.1 Departmental Responsibilities

- i. to be responsible for the assessment, by whatever method, of all modules and programmes within its remit;
- ii. to assess the performance of students enrolled on the programme(s) of study concerned;
- iii. to schedule the Departmental Board of Examiners in line with the timeframe published by the College;
- iv. to note and discuss borderline marks;
- v. to consider any extenuating circumstances which may have affected students' performance, and update the student's record with the outcome accordingly\*;
- vi. for preparing the programme mark sheets on Columbus, including entering all assessment marks and end of year results;
- vii. to note and discuss students who are reaching their final year of their maximum registration period and support students in completing within the period, or where necessary request a [suspension of regulations](#) to apply an extension;
- viii. to be responsible for completing thorough checks on student records to mitigate administrative error;
- ix. to determine interim results and to report final recommendations to the Departmental Board of Examiners;
- x. to communicate resit arrangements to students.

\* A record must be kept of extenuating circumstances considered and the decision made in each case for recommendation to the BoE, the record should be available for any discussion at the BoE. The Departmental BoE cannot discuss individual circumstances of students. The Departmental BoE must make a recommendation to the School BoE on performance consideration.

### 7.2 Procedure

When progression decisions are entered onto programme mark sheets, departments should use the Flowcharts available on [Goldmine](#) to assist in determining the correct progression decision based on the record. The [Supporting Documents and Guidance section](#) also details all progression codes and their definitions. The department is then responsible for;

- entering comments on students in the *Further Student Information* section (e.g. relating to resits, maximum registration, repeating, etc.);
- entering comments in the *Notes* section (e.g. students reaching their maximum registration period, pending results, pending academic misconduct, modules requiring second marking/moderation etc.);
- checking the 'Ready to publish' box for all records to be published;
- sending Chair's Memos to Assessments (@gold.ac.uk) for results to be published which do not require consideration at the Departmental Board of Examiners (see table below);

RATIFIED CODE	PROVISIONAL CODE	PROGRESSION
P	P*	Proceed
PC3	PC3*	Proceed with progress reviews
PR	PR*	Proceed with retakes
PRE	PRE*	Proceed with retakes, under exceptional regulations

RATIFIED CODE	PROVISIONAL CODE	PROGRESSION
D	D*	Deferred to following academic session
DA	DA*	Deferred assessment to re-sit in late summer
DAS	DAS*	Deferred assessment and late summer retakes
S	S*	Late Summer Retake
R2	R2*	Repeat in full-time attendance (to study modules to the value of 105 credits or more)
R3	R3*	Repeat in part-time attendance
R4	R4*	Repeat not in attendance
R5	R5*	Repeat - practical element
T1	N/A	Taught units passed can proceed to submit Dissertation
Z	N/A	Provisional marks to be ratified at Board of Examiners

- checking the '*Marked for Discussion at Board of Examiners*' box for records to be considered at Departmental Boards;
- reviewing and sending Chair's Memos where necessary for results which need updating following pending and/or provisional results;
- ensuring all records which require a late summer resit are published by 17<sup>th</sup> July.

## 8 Departmental Board of Examiners

Departmental BoE are responsible for assessing the performance of students, according to their terms of reference, and considering results, progression and degree awards to students. They are responsible for making recommendations to the School BoE. During the Departmental BoE student's anonymity should be protected by referring to student ID numbers only.

### 8.1 Membership

- I. Chair, who shall normally be at least at Senior Lecturer level, and shall not normally be the Head of Department or the Programme Convenor for any programme within the Board's remit;
- II. Secretary;
- III. at least one External Examiner;
- IV. Programme Convenors for the programmes within the Board of Examiners' purview;
- V. Other staff can attend Boards of Examiners as required.

Regulatory Advisers will be available to be contacted via Teams if required.

### 8.2 Quorum

There may be circumstances that impact on members' ability to remotely attend scheduled Boards. The EAR permits Departmental BoE to take place if the following members can participate;

- I. Chair to the Departmental Board of Examiners;
- II. Secretary to the Departmental Board of Examiners;
- III. An academic member of staff.

Prior to the Board commencing, the scope of the Board's decision-making powers based on the members available will be determined by the Chair and in accordance with the arrangements determined by the College. The decision must be recorded in the minutes.

### 8.3 Process and Procedure

The Chair of the Departmental BoE is responsible for ensuring the following is carried out during the Board meeting;

- Confirm the Agenda, using the College [Agenda template](#);
- Approve the minutes for the last meeting of the Board of Examiners;
- Discuss any matters arising since the last meeting;
- Consider all records which have been '*Marked for Discussion at Board of Examiners*' and making final decisions where appropriate (see table below for progressions to be included);

Code	Action description
Classifications	Profiles which fall within the 2% classification boundary
PA	Provisional Award
X1	Progression Decision Pending
F2	Fail - extreme examination failure
F1	Fail - no more re-sits permitted
Students with approved extenuating circumstances who the Board want to consider for performance consideration	
Students approaching the end of their registration period	
Students who the Board want to consider due to effects of strike-action or Covid-19	

All records which have had exceptional regulations applied, with the exception of uncapped resits, provisional results and 'PRE' progression
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Any other records which the Board need to consider
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- Discuss and make recommendations to the School BoE, e.g. recommendations for performance consideration, recommendations for higher classification;
- Update the *Notes* section with recommendations to the School BoE;
- Discuss module statistics;
- Receive External Examiner comments (when available) and provide responses.

The Chair of the Departmental BoE is responsible for ensuring the following is carried out once the Board meeting has concluded;

- Chair's Memos sent to Assessments (@gold.ac.uk) for results to be published following the Departmental Board of Examiners meeting;
- Update the '*Marked for Discussion at Board of Examiners*' box for records to be considered at the School BoE;
- Communicate the following to students;
  - resit arrangements;
  - if they are in their final year of registration;
  - information regarding any pending academic misconduct investigations;
- Ensuring all records which require a late summer resit are published by 17<sup>th</sup> July;
- Sending the following documents to Assessments (@gold.ac.uk) before the School BoE;
  - PDF copy of the Board report, see [section 10.6](#) for guidance
  - minutes of the Board meeting, using the College [Minute Template](#)
  - attendance confirmation list
  - EE and Chair confirmation, see [section 10.7](#)
  - Statistical Reports
- Where necessary, send additional Chair's Memos to make amendments to published results.

## 9 College (School) Board of Examiners

School BoE will take place following the Departmental BoE, in line with the EAR, to ensure the application of the exceptional academic regulations is consistent and in accordance with required standards. During the School BoE student's anonymity should be protected by referring to student ID numbers only.

### 9.1 Membership

- I. Chair, appointed by the Chair of the Learning Teaching and Enhancement Committee (LTEC);
- II. Chairs of Departmental Boards of Examiners;
- III. Regulatory Adviser (usually from the Assessments Team);
- IV. External Examiner, appointed by the LTEC Chair;
- V. Secretary;
- VI. Other staff can attend Boards of Examiners as required, including Departmental Exams Officers (or equivalent).

### 9.2 Quorum

There may be circumstances that impact on members' ability to remotely attend scheduled Boards. The EAR permits School BoE to take place if the following members can participate;

- I. Chair, appointed by the Chair of the Learning Teaching and Enhancement Committee (LTEC);
- II. At least 75% of the Chairs of Departmental Boards of Examiners (where a Chair is unable to attend due to unforeseen reasons, they can nominate another appropriate Board member to attend in their absence e.g. Departmental Business Manager);
- III. Regulatory Adviser (usually from the Assessments Team);
- IV. External Examiner, appointed by the LTEC Chair;
- V. Secretary.

### 9.3 Duties

School Boards will consider recommendations from Departmental BoE concerning students where the exceptional regulations have been applied and will ratify recommendations. Where a School Board is unable to ratify a recommendation on the basis of the information put forward and/or because the recommendation does not meet the requirements set out in either the GAM or the EAR, the reasons for this will be clearly recorded in the minutes along with an alternative outcome for the student(s) determined by the School Board on the basis of the application of the regulations. Decisions made by School Boards will be confirmed to the relevant Departmental BoE Chair.

### 9.4 Process and Procedures

The Chair of the School BoE is responsible for ensuring the following is carried out during the Board meeting;

- Confirm the Agenda, using the College Agenda template;
- Where available, approve the minutes of the last meeting of the Board of Examiners;
- Where available, discuss any matters arising since the last meeting;
- Consider all records which have been '*Marked for Discussion at Board of Examiners*' and ratify decisions where appropriate (see table below for progressions to be included);

Code	Action description
X1	Progression Decision Pending
F2	Fail - extreme examination failure

Recommendations for performance consideration relating to extenuating circumstances
Recommendations due to effects of strike-action or Covid-19
All records which have had exceptional regulations applied, with the exception of uncapped resits, provisional results and 'PRE' progression
Any other records which the Board need to consider

- Receive External Examiner comments and provide responses.

The Chair of the School BoE is responsible for ensuring the following is carried out once the Board meeting has concluded;

- Chair's Memos sent to Assessments (@gold.ac.uk) for results to be published following the School Board of Examiners meeting;
- Emailing the following documents to Assessments (@gold.ac.uk);
  - PDF copy of the Board report, see [section 10.6](#) for guidance
  - minutes of the Board meeting, using the College [Minute Template](#)
  - attendance confirmation list
  - EE and Chair confirmation, see [section 10.7](#)
- Where necessary, send additional Chair's Memos to make amendments to published results.

## 10 Supporting Documents and Guidance

### 10.1 Progression Table

The following table details the progression codes available on Columbus and the definitions.

CODE	PROGRESSION	DEFINITION
P	Proceed	All modules within the level are passed. Student to proceed to the next level of study.
PR	Proceed with Retakes	At least 90 credits of the level are passed. Student to proceed to the next level of study with 30 credits or less of reassessment.
PC3	Proceed with progress reviews	All modules within the level are passed. Student to proceed to the next level of study. Examiners have expressed concern at level of attainment or attendance and imposed conditions such as probation or language tuition.
PRE	Progress with retakes, under exceptional regulations	Under the exceptional academic regulations (EAR), students are able to progress to the next level of study with 60 credits of reassessment. <b>This progression can only be used if the College has invoked the EAR.</b>
D	Deferred to following academic session	Absent for assessment(s) because of approved ECs, to retake at next occasion with no penalty and not in attendance.
DA	Deferred Assessment to re-sit in Late Summer.	Absent for assessment(s) because of approved ECs, to resit in late summer with no penalty (if at first attempt).
DAS	Deferred Assessment and Late Summer Retakes	Absent for assessment(s) because of approved ECs and failed assessment(s), to resit in late summer. Assessments with approved ECs will be without penalty if at first attempt.
S	Late Summer Retake	Failed assessment(s), to resit in late summer with penalty.
R2	Repeat in full-time attendance (to study modules to the value of 105 credits or more)	Insufficient modules passed to allow a student to proceed to the next year or in final year to complete the programme. Board of Examiners recommends that the student re-takes the year as a full-time student. <i>Students are not obliged to re-attend and may decide to repeat not in attendance.</i>
R3	Repeat in part-time attendance	Insufficient modules passed to allow students to proceed to the next year or in final year to complete the programme. Board of Examiners recommends that the student re-takes the year in part-time attendance, for less than 105 credits. <i>Students are not obliged to re-attend and may decide to repeat not in attendance.</i>
R4	Repeat not in attendance	Insufficient modules passed to allow students to proceed to the next year or in the final year to complete the programme. Student required to re-enter failed assessments the following session without attending College.
R5	Repeat - practical element	Failed practical element (such as teaching practice). Must re-take in attendance.
DS	Skills test outstanding	Deferred skills test.

CODE	PROGRESSION	DEFINITION
F1	Fail no more resits permitted	Student is dismissed and not permitted to continue on the programme due to failed assessments at final attempt.
F2	Fail - Extreme academic failure	Student dismissed because of extreme academic failure and/or insufficient attendance.
W	Withdrawn did not complete assessments	Student has formally withdrawn or interrupted, completed appropriate documentation and did not complete examinations. <b>This progression cannot be used by the Boards of Examiners as they are not permitted to withdraw students.</b>
T1	Taught units passed can proceed to submit Dissertation	For programmes which require taught modules to be passed before the dissertation module can be attempted.
X1	Progression Decision Pending	Progression decision pending due to an unresolved investigation into academic misconduct.
Z	Provisional marks to be ratified at Board of Examiners	For postgraduate students to present marks for ratification at the mid-year Departmental Board of Examiners.
PA	Provisional Award	Under the exceptional academic regulations (EAR), the Board of Examiners can publish provisional awards to students. <b>This progression can only be used if the College has invoked the EAR.</b>
EA	Exit Award	Where a student has withdrawn or failed to complete the programme and is eligible for an interim award. This progression should be entered. The Assessments team will then make the student a finalist and record the award in the Classification box.

## 10.2 Provisional Progressions

The following progression codes have an asterisk to confirm these are provisional progressions that can be applied due to the Exceptional Academic Regulations being invoked;

CODE	PROGRESSION
P*	Proceed
PC3*	Proceed with progress reviews
PR*	Proceed with retakes
PRE*	Proceed with retakes, under exceptional regulations
D*	Deferred to following academic session
DA*	Deferred Assessment to re-sit in Late Summer
DAS*	Deferred Assessment and Late Summer Retakes
S*	Late Summer Retake
R2*	Repeat in full-time attendance (to study modules to the value of 105 credits or more)
R3*	Repeat in part-time attendance
R4*	Repeat not in attendance
R5*	Repeat - practical element

## 10.3 Classification Codes

The following table details the classification codes available on Columbus and when they should be used.

CODE	CLASSIFICATION	WHEN TO USE
1	First Class Honours	First Class Honours to be used for undergraduate classification.
2A	Second Class Honours (Upper Division)	Second Class Honours (Upper Division) to be used for undergraduate classification.
2B	Second Class Honours (Lower Division)	Second Class Honours (Lower Division) to be used for undergraduate classification.
3	Third Class Honours	Third Class Honours to be used for undergraduate classification.
AE	Aegrotat	Aegrotat degree to be used for undergraduate awards in line with policy (section 10 Progression and Award for Students on Taught Programmes).
C1	Pass Certificate of Higher Education	Interim award for undergraduate programmes where students have achieved 120 credits at Level 4 or higher. <i>The programme must be approved for interim awards.</i>
C2	Pass Foundation Certificate	For students who have completed the Foundation year achieving 120 credits and will not be progressing to Level 4 of the undergraduate degree.
C6	Pass Certificate (NQF Level 3)	For Foundation Certificate programmes which are at FHEQ Level 3.
D1	Pass Diploma of Higher Education	Interim award for undergraduate programmes where students have achieved 240 credits at Level 4 and 5 or higher. <i>The programme must be approved for interim awards.</i>
D3	Pass Diploma (NQF Level 3)	For Foundation Diploma programmes which are at FHEQ Level 3.
D4	Graduate Certificate	For Graduate Certificate programmes which are at FHEQ Level 6.
D5	Pass	Pass to be used for Graduate Diploma programmes.
D6	Pass with Merit	Pass with Merit to be used for Graduate Diploma programmes.
D7	Pass with Distinction	Pass with Distinction to be used for Graduate Diploma programmes.
M1	Pass	Pass to be used for postgraduate classification.
M2	Pass with Merit	Pass with Merit to be used for postgraduate classification.
M3	Pass with Distinction	Pass with Distinction to be used for postgraduate classification.
N3	Pass Institutional Credit (NQF Level 3)	To be used when awarding CPD (continuous professional development) credit at Level 3.
N4	Pass Institutional Credit (NQF Level 4)	To be used when awarding CPD (continuous professional development) credit at Level 4.
N5	Pass Institutional Credit (NQF Level 5)	To be used when awarding CPD (continuous professional development) credit at Level 5.
N6	Pass Institutional Credit (NQF Level 6)	To be used when awarding CPD (continuous professional development) credit at Level 6.

N7	Pass Institutional Credit (NQF Level 7)	To be used when awarding CPD (continuous professional development) credit at Level 7.
Pass	Pass Degree	Pass Degree (without Honours) to be used for undergraduate classification.
P1	Pass Postgraduate Certificate	Interim award for postgraduate programmes where students have achieved 60 credits at Level 7. <i>The programme must be approved for interim awards.</i>
P4	Pass Postgraduate Diploma	Interim award for postgraduate programmes where students have achieved 120 credits at Level 7. <i>The programme must be approved for interim awards.</i>
P7	Pass at Professional Level	Pass at Professional Level for PGCE programmes when awarding at Level 6.
P8	Pass at Postgraduate Level	Pass at Postgraduate Level for PGCE programmes when awarding at Level 7.

## 10.4 Agenda Template

Board of Examiners, both Departmental and School, must use the standardised Agenda templates available on [Goldmine](#) for all Board meetings.

## 10.5 Minute Template

Board of Examiners, both Departmental and School, must use the standardised Minute templates available on [Goldmine](#) for all Board meetings.

## 10.6 Guidance on producing Board Reports

The following process details how to download the Board Report as a PDF which will be used to submit with Chair's memos and Board minutes.

### 10.6.1 Process

- A. Log on to Columbus.
- B. Go to *Assessments > Programme Mark Sheets*
- C. In *Search by Curriculum*, ensure the *Session Reference* is showing the correct academic year. Select the *Department Name* and *Type* from the drop-down lists and select *Search*.

**Search by Curriculum**

Session Reference

Year

Module Reference

Department Name

Type

- D. In the next page, tick the relevant programmes and cohorts you wish to include in the report and select *View Enrolments*.

**Find an Enrolment**

[Select All](#) | [Unselect All](#)

Select	Reference	Name	Start	End
1 <input type="checkbox"/>	510001A^2019-20^1	FT BA ANTHROPOLOGY Year 1	23-Sep-2019	19-Jun-2020
2 <input type="checkbox"/>	510001A^2019-20^2	FT BA ANTHROPOLOGY Year 2	23-Sep-2019	19-Jun-2020
3 <input type="checkbox"/>	510001A^2019-20^3	FT BA ANTHROPOLOGY Year 3	31-Aug-2019	19-Jun-2020
4 <input type="checkbox"/>	510004A^2019-20^1	FT BA ANTHROPOLOGY AND SOCIOLOGY Year 1	23-Sep-2019	19-Jun-2020
5 <input type="checkbox"/>	510004A^2019-20^2	FT BA ANTHROPOLOGY AND SOCIOLOGY Year 2	23-Sep-2019	19-Jun-2020
6 <input type="checkbox"/>	510004A^2019-20^3	FT BA ANTHROPOLOGY AND SOCIOLOGY Year 3	23-Sep-2019	19-Jun-2020

[View Enrolments](#)

E. The next page will show all students on the programmes and cohorts you have selected to view. It is this page that you should PDF and submit with your Chair's memo or minutes of the Board.

**Find an Enrolment**

[Select All](#) | [Unselect All](#) | [Select Marked Only](#)

Select	Student reference	Progression	Classification	Marked for Discussion	Reference	Name	Result publication status	Publish?
1 <input type="checkbox"/>	██████████				510001A^2019-20^1	FT BA ANTHROPOLOGY Year 1	(not set)	
2 <input type="checkbox"/>	██████████				510001A^2019-20^1	FT BA ANTHROPOLOGY Year 1	(not set)	
3 <input type="checkbox"/>	██████████				510001A^2019-20^1	FT BA ANTHROPOLOGY Year 1	(not set)	
4 <input type="checkbox"/>	██████████				510001A^2019-20^1	FT BA ANTHROPOLOGY Year 1	(not set)	

F. Right click on this page and select *Print*.

G. In the following window, in *Destination* select *Save as PDF* from the drop-down list and select *Save*.

- H. Save the document in your chosen folder, titled as '*DEPT/SCHOOL* Board of Examiners *DDMMYYYY*'.
- I. The document should be password encrypted before emailing to Assessments ([@gold.ac.uk](mailto:@gold.ac.uk)) along with the other Board documentation.

## 10.7 External Examiner and Chair of the Board of Examiners Confirmation

As the BoE will be taking place virtually via Microsoft Teams, the External Examiners and Chairs of the BoE will be required to provide confirmation via email that they are in agreement with the recommendations made at the Board of Examiners.

The Secretary of the Departmental and School Board of Examiners should contact both the Chair of the BoE and the External Examiner(s) who were in attendance to request the following confirmations via email;

### 10.7.1 External Examiner Statement – Departmental BoE

"I, *Forename Surname*, the External Examiner for *Programme Title*, confirm that I am in agreement with the recommendations made at the Board of Examiners Meeting which took place on *Monday 22<sup>nd</sup> June 2020 at 10am* via Microsoft Teams".

### 10.7.2 External Examiner Statement – School BoE

"I, *Forename Surname*, the External Examiner for the College Board of Examiners, confirm that I am in agreement with the recommendations made at the Board of Examiners Meeting which took place on *Monday 22<sup>nd</sup> June 2020 at 10am* via Microsoft Teams".

### 10.7.3 Board of Examiners Chair Statement – Departmental BoE

"I, *Forename Surname*, the Chair of the Board of Examiners for *Department*, confirm that I am in agreement with the recommendations made at the Board of Examiners Meeting which took place on *Monday 22<sup>nd</sup> June 2020 at 10am* via Microsoft Teams".

### 10.7.4 Board of Examiners Chair Statement – School BoE

"I, *Forename Surname*, the Chair of the Board of Examiners *School*, confirm that I am in agreement with the recommendations made at the Board of Examiners Meeting which took place on *Monday 22<sup>nd</sup> June 2020 at 10am* via Microsoft Teams".

Email confirmations from the Chair of the Board of Examiners and the External Examiner(s) must be submitted to the Assessments Team when submitting all other Board documents detailed in sections 8 and 9.

## 10.8 Memo Templates

Throughout the Board of Examiners process, Departmental and School Board Chairs will be responsible for submitting Chair's Memos to the Assessments Team to confirm ratified and provisional results can be published to students. The Memos must be emailed to Assessments ([@gold.ac.uk](mailto:@gold.ac.uk)) along with the required Board report. There are five memo templates to be used by departments, no other form of memo or written confirmation will be accepted. The memo templates will be available on [Goldmine](#) for staff to access.

### 10.8.1 Chair's Memo – Publish

To be used throughout the Departmental Preparation stage to publish ratified and provisional results to students that have the following progressions;

RATIFIED CODE	PROVISIONAL CODE	PROGRESSION
P	P*	Proceed
PC3	PC3*	Proceed with progress reviews
PR	PR*	Proceed with retakes
PRE	PRE*	Proceed with retakes, under exceptional regulations
D	D*	Deferred to following academic session
DA	DA*	Deferred assessment to re-sit in late summer
DAS	DAS*	Deferred assessment and late summer retakes
S	S*	Late Summer Retake
R2	R2*	Repeat in full-time attendance (to study modules to the value of 105 credits or more)
R3	R3*	Repeat in part-time attendance
R4	R4*	Repeat not in attendance
R5	R5*	Repeat - practical element
T1	N/A	Taught units passed can proceed to submit Dissertation
Z	N/A	Provisional marks to be ratified at Board of Examiners

#### 10.8.2 Chair's Memo – Unpublish

To be used throughout the Departmental Preparation stage to inform assessments to unpublish provisional results to allow the department to update the record with ratified results.

#### 10.8.3 Chair's Memo – Dept. BoE

To be used following the meeting of the Departmental Board of Examiners to publish ratified and provisional results to students that have the following progressions;

Code	Action description
Classifications	Profiles which fall within the 2% classification boundary
PA	Provisional Award
X1	Progression Decision Pending
F2	Fail - extreme examination failure
F1	Fail - no more re-sits permitted
Students with approved extenuating circumstances who the Board want to consider for performance consideration	
Students approaching the end of their registration period	
Students who the Board want to consider due to effects of strike-action or Covid-19	
All records which have had exceptional regulations applied, with the exception of uncapped resits, provisional results and 'PRE' progression	
Any other records which the Board need to consider	

#### 10.8.4 Chair's Memo – School BoE

To be used following the meeting of the School Board of Examiners to publish ratified results to students that have the following progressions;

Code	Action description
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X1	Progression Decision Pending
F2	Fail - extreme examination failure
Recommendations for performance consideration relating to extenuating circumstances	
Recommendations due to effects of strike-action or Covid-19	
All records which have had exceptional regulations applied, with the exception of uncapped resits and 'PRE' progression	
Any other records which the Board want to consider	

#### 10.8.5 Chair's Memo – Post Ratified Publish

To be used to propose overturning a ratified decision which has been published to a student. This may be due to administrative error or following a successful upheld appeal. The Departmental Chair must consult with all members of the full Exam Board including all External Examiners before submitting the memo.