



# **CODE OF PRACTICE ON ASSESSMENT**

## **APPENDIX D**

### **Regulations for the Conduct of Examinations**

**2024-25**

Applicable to all cohorts

In the Code of Practice on Assessment and all Appendices the term “student” includes apprentices on degree apprenticeship programmes

## **Regulations for the Conduct of Examinations**

The Regulations for the Conduct of Examinations apply to all University summative examinations.

### **1. General Regulations**

- 1.1. Except when prevented by illness or by other extenuating circumstances, a student who fails to present themselves for examination in a degree, diploma or certificate subject at the time and place indicated in the published timetable will be deemed to have failed in that part of the examination. Misreading of the timetable will not be regarded as 'extenuating circumstances'.
- 1.2. No candidate shall be permitted to enter the examination room after the lapse of half-an-hour from the commencement of the examination, and no candidate shall be allowed to leave the examination room until after the expiration of half-an-hour from the commencement of the examination. No candidate is normally permitted to leave the examination room in the last half hour of the examination. Candidates who complete their work during the last half hour should remain quietly seated until the Invigilator announces the end of the examination. Candidates shall be considered to remain under examination conditions until such time as they leave an examination room and do not return.
- 1.3. Candidates should remove equipment required for the examination from their bags before entering the examination hall and then enter the hall in silence. Candidates should leave their bags in the designated area first and then move to their desks. Candidates are required to arrive at least 15 minutes before the start of the examination in order to hear all examination announcements and receive papers in good time to start the examination.
- 1.4. Candidates must ensure that all mobile phones and other electronic data storage or communication devices including smart watches are switched off before they enter the examination room, unless the examination is online and requires candidates to log in using Duo Factor Authentication. In this situation, candidates are permitted to take such devices to their examination desk for the strict purpose of logging in, after which they must be switched off and the following rules adhered to. Candidates must put all such devices in a transparent plastic bag, which must be placed under the candidate's seat before the start of the examination (or after logging on for online examinations) and must be left there until the end of the examination, or the point at which the candidate leaves the examination should they finish their work and leave before the end of the examination session. Candidates must not open this transparent plastic bag during the examination. Candidates must not use or switch on or off any such device during the examination. Candidates must not look at or attempt to look at the screen of any such device during the examination. Should a candidate be found with any such device not in the transparent plastic bag whilst under examination conditions, or should the Invigilator observe a candidate using or attempting to use any such device whilst under examination conditions, the device will be confiscated by the Invigilator and may be retained for the duration of an investigation which may include analysis of its data contents by Computing Services.
- 1.5. Candidates are forbidden to take to their examination desk any unauthorised book, manuscript, notes, blank paper or other unauthorised article. All other authorised writing equipment must be carried to the examination desk and retained in a transparent bag which must not be the same plastic bag containing any mobile phone or other electronic data storage device and which is placed under the candidate's seat. Any candidate suspected of (i) introducing into the examination room any unauthorised items or of making use of or copying such material or the papers of another candidate, or of accessing or making use of any unauthorised items, including use of any means to obtain unauthorised material whilst under examination conditions, or (ii) obtaining or endeavouring to obtain, directly or indirectly, assistance in their work or giving or endeavouring to give, directly or indirectly, assistance to any other candidate, shall be reported to the Director of Student Experience and Enhancement (or their nominee), who shall have

power to exclude the candidate from the examination room and who shall refer the matter for consideration by an Investigating Officer under the University's disciplinary procedures.

- 1.6. Candidates must not indulge in any behaviour which, in the opinion of the Invigilator, may disturb other candidates, or in any form of conduct which may disrupt the smooth progress of an examination. Candidates must follow all instructions given by an Invigilator and may not commence reading an examination paper or writing until instructed to do so. Any irregularities of conduct within the examination room shall be reported to the Director of Student Experience and Enhancement (or their nominee) who shall have power to exclude the candidate from the examination room and who shall refer the matter for consideration by an Investigating Officer under the University's disciplinary procedures.
- 1.7. Candidates are forbidden to communicate with each other or to pass calculators to one another in the examination room. All enquiries must be addressed to the Invigilator.
- 1.8. The impersonation of examination candidates is prohibited and candidates must not allow themselves to be impersonated. All candidates are required to present their University student ID card at the examination, to be made visible on their desk throughout the examination. Where a student is not able to present their University ID card, an alternative form of official photographic identification (such as a passport) can be used. If a student does not provide satisfactory photographic identification, the Invigilator will note this on the examination seat card and this will be recorded by Student Life.
- 1.9. The use of scrap paper is not permitted and all rough work must be done in the answer books provided. Any rough work found on any other material or object may be considered to constitute 'unauthorised material'.
- 1.10. Candidates must not leave the examination room until all their written work has been handed in. Candidates must not remove from the examination room any answer books (whether used or unused), mathematical tables or other data provided for use or other item of examination stationery except for any non-returnable question papers.

## **2. Late Arrival at Examinations**

- 2.1. No additional time will be allowed to examination candidates who arrive at the examination room after the commencement of the examination.
- 2.2. In the case of candidates arriving at the examination room after the first fifteen minutes of an examination the Invigilator will be required to enter on the candidate's answer book the time of their arrival and to sign against this entry. Should the candidate believe that they have good reason for being late and that their performance was affected by this reason they may submit a claim for extenuating circumstances in accordance with the Extenuating Circumstances Policy.

## **3. Production and Reproduction of Examination Papers for Formal University Examinations**

- 3.1. Schools/Departments are required to provide to Student Life one checked, camera-ready copy of each examination paper, approved, where appropriate, by the relevant external examiner, by a deadline published by Student Life, which is normally at least four weeks in advance of the start of the examination period to allow sufficient time for papers to be copied.
- 3.2. Schools/Departments are also required to provide the equivalent re-sit examination paper at the same time as the paper for the main examination.
- 3.3. Where the nature of the examination paper requires specialist reproduction, for example, detailed colour photographs, Schools/Departments should make alternative arrangements for the production of the papers, inform Student Life that they are doing so, and deliver them to Student Life in good time in advance of the start of the examination period.

#### **4. Invigilation of Examinations**

- 4.1. It is the responsibility of Invigilators to supervise examinations in accordance with the Regulations for the Conduct of Examinations.
- 4.2. Invigilators will be appointed by the Director of Student Experience and Enhancement (or their nominee). A Chief Invigilator will be designated for each examination room.
- 4.3. The number of Invigilators assigned to each examination will be determined by the Director of Student Experience and Enhancement (or their nominee) in consultation with the relevant Dean of School/Institute.
- 4.4. Invigilators who suspect that breaches of examination Regulations have occurred will inform the Director of Student Experience and Enhancement (or their nominee) in writing and warn the candidate, who shall normally be permitted to complete the examination, that such a report will be made.
- 4.5. All Invigilators must be present in the examination room to which they have been appointed from twenty minutes **before** the commencement of the examination until all answer scripts have been removed from the examination room after the conclusion of the examination.
- 4.6. Invigilators are responsible for checking that students have provided identification, for checking that students have not introduced unauthorised material into the examination, for the distribution of question papers before the commencement of each examination, for arranging the collection of script answer books from each candidate and for checking and entering, on the Room Report provided, the number of answer books collected.
- 4.7. Under normal circumstances at least two Invigilators must remain in the examination room throughout the examination except when their invigilation duties require them to leave.
- 4.8. At the time scheduled for the start of the examination an Invigilator shall:
  - a) make an announcement to the effect that candidates must satisfy themselves that they are in possession of the correct paper;
  - b) ask candidates to study carefully the instructions at the head of the examination paper;
  - c) make all other necessary announcements.
- 4.9. An Invigilator may require a candidate to leave the examination if, in the opinion of the Invigilator, their conduct is disturbing other candidates or is disrupting the smooth progress of examinations. This includes any disruption caused by a mobile phone which is not silent. Any irregularities of conduct within the examination room shall be reported to the Director of Student Experience and Enhancement (or their nominee), who shall have power to exclude the candidate from the examination room and who shall refer the matter for consideration by an Investigating Officer under the University's disciplinary procedures.
- 4.10. Candidates wishing to make a temporary withdrawal from the examination room for personal reasons must be accompanied by an Invigilator or by a person authorised by the Invigilator.
- 4.11. The Invigilators shall inform the Director of Student Experience and Enhancement (or their nominee) immediately of any unsatisfactory conditions or activities which they consider detrimental to the conduct of examinations.
- 4.12. Instructions to Invigilators shall be published annually by the Director of Student Experience and Enhancement (or their nominee), setting out details of the procedures to be followed in the conduct of examinations.

## **5. Attendance of Examiners at Examinations**

- 5.1. An Examiner or, in their unavoidable absence a nominee from the School/Institute concerned who is knowledgeable about the contents of the question paper, must be present in the examination room for ten minutes before the examination is due to begin and ten minutes thereafter to answer any queries raised from candidates.
- 5.2. Before the examination begins, the Examiner shall check their papers for any errors. If there are any amendments to be made, they shall inform the Chief Invigilator, who will normally make the necessary announcements.
- 5.3. Before leaving the examination room, an Examiner shall inform the Chief Invigilator where they may be contacted in the University for the duration of the examination, in the event of any questions from a candidate on their paper.

## **6. Breaches of Regulations: Procedure**

- 6.1. Procedure to be adopted in the event of a suspected breach of Regulation 1, Clause (1.5):
  - a) Where an Invigilator suspects a candidate of breaching Regulation 1, Clause (1.5), the Invigilator shall, after informing and consulting with the other Invigilator(s), warn the candidate that a report will be made to the Director of Student Experience and Enhancement
  - b) The Invigilator shall remove and retain any unauthorised material and permit the candidate to finish the paper.
  - c) At the conclusion of the examination the Invigilators shall prepare a joint report of all the circumstances, and forward the report to the Director of Student Experience and Enhancement (or their nominee).
  - d) The candidate shall be informed, before they leave the room, that they are not required to admit to a breach of the Regulations but they may submit a written statement, if they so wish, to be forwarded to the Director of Student Experience and Enhancement (or their nominee).
  - e) The Examiner shall be informed of the circumstances and, if requested, shall prepare and submit a separate report to the Director of Student Experience and Enhancement (or their nominee).
  - f) The Director of Student Experience and Enhancement (or their nominee) may determine that the matter be referred for consideration by an Investigating Officer under the University's disciplinary procedures.
  - g) In the event that a case is submitted for formal consideration under the University's disciplinary procedures, the Chair or the Secretary of the Board of Examiners shall be so informed.
  - h) It shall be the duty of the Chair of the Board of Examiners to ensure that, for any candidate who may be the subject of an investigation under the Discipline procedures the normal module assessment processes are undertaken. In these circumstances any module marks awarded to the candidate by the Board of Examiners may be subject to change following the outcome of any disciplinary procedure.
  - i) In the event that an Examiner, when marking examination scripts, suspects a candidate of having breached Regulation 1, Clause (1.5), they shall consult the Head of their Department. If the Head of Department considers that such a breach has occurred, they shall make a full report to the Director of Student Experience and Enhancement and shall

warn the candidate that this report will be made. They shall also inform the candidate that they are not required to admit to a breach of the Regulations, but they may submit a written statement, if they so wish, to be forwarded to the Director of Student Experience and Enhancement. The procedure thereafter shall be governed by Regulation 6.1 (f) to (i) above.

**6.2. Procedure to be adopted in the event of a breach of Regulation 1, Clause (1.6):**

- a) The Invigilator shall order the candidate to leave the room.
- b) When the candidate has left the room, they shall be informed by an Invigilator that a full report will be made to the Director of Student Experience and Enhancement. The Invigilator shall inform the candidate that they may submit a written statement, if they so wish, to be forwarded to the Director of Student Experience and Enhancement. The procedure thereafter shall be governed by Regulation 6.1 (f) to (i) above.
- c) At the conclusion of the examination, the Invigilators shall prepare a joint report of all the circumstances and forward such report to the Director of Student Experience and Enhancement.

**7. Submission of Other Work for Formal Assessment**

- 7.1. A dissertation, thesis, essay, project or any other work which is not undertaken in an examination room under supervision, but which is submitted by a student for formal assessment during their course of study, must be written by the candidate themselves and in their own words, except for quotations from published and unpublished sources which shall be clearly indicated and acknowledged as such. The conscious collaboration, without official approval, between two or more students in the preparation and production of work which is ultimately submitted for assessment, is not permitted. Candidates are not permitted to embellish, falsify or fabricate data either to emphasise data which has been obtained by legitimate means or to conceal a paucity of legitimate data. All instances of plagiarism, copying, collusion, breach of research ethics, unacceptable proof reading, dishonest use of data and unfair or dishonest academic practice will be dealt with in accordance with the University's 'Policy on Academic Integrity' (Appendix L of the Code of Practice on Assessment).
- 7.2. Except when special provisions are made, a dissertation, thesis, essay, project or any other work which is not undertaken in an examination room, shall remain in the ownership of the University, irrespective of whether or not such work has been returned to the candidate. Marks awarded at any stage of the academic year shall be provisional, pending confirmation at the final meeting of the Board of Examiners.
- 7.3. Except when prevented by illness or by other extenuating circumstances, the marks of any student who fails to submit work by the prescribed date shall be subject to penalty deduction in accordance with the scale of penalties laid down by the University. It shall be the duty of Heads of Department to ensure that students are notified of due submission dates and the penalty scale to be applied in the case of late submission.

**8. Illegible Scripts**

- 8.1. Candidates are warned that illegible handwriting may render the script unmarkable and could therefore be awarded a mark of zero.

## **9. Illness During Examinations, Disruptions and Extenuating Circumstances**

- 9.1. A candidate who is absent from part or the whole of an examination on account of illness or other extenuating circumstances must complete an extenuating circumstances form and provide a valid medical certificate in the case of illness or independent documentary evidence in the case of other extenuating circumstances. The form and supporting evidence must be submitted to the Dean of School/Head of Department in which the candidate is registered as soon as possible (normally within five days) after the occurrence of the extenuating circumstance and no later than one week before the meeting of the Board of Examiners at which the results of the examination will be considered. It is the candidate's responsibility to check with their Department/School's office when the meeting of the Board of Examiners will be held.
- 9.2. Any candidate who considers that their examination performance may have been impaired by ill-health or other extenuating circumstances shall be required to complete an extenuating circumstances form and provide a valid medical certificate in the case of illness, or independent documentary evidence in the case of other extenuating circumstances. The form and supporting evidence must be submitted to the Dean of School/Head of Department in which the candidate is registered as soon as possible (normally within five days) after the occurrence of the extenuating circumstance and no later than one week before the meeting of the Board of Examiners at which the results of the examination will be considered. It is the candidate's responsibility to check with their Department/School's office when the meeting of the Board of Examiners will be held.
- 9.3. In cases where a candidate complains of feeling unwell in a scheduled room and leaves an examination but remains under supervision, arrangements will be made for the examination to be continued at an alternative venue.
- 9.4. In cases where candidates complain of feeling unwell and leave the examination temporarily, they will be permitted to return to the examination room, provided that they have been accompanied during their absence by a person authorised to do so by the Invigilator.
- 9.5. In cases described under (9.3) and (9.4) above, the Invigilator will be required to enter in the candidate's answer book the time of departure and, where appropriate, subsequent return, and to sign against these entries.
- 9.6. Candidates are responsible for informing an Invigilator of any issue which occurs during an examination which they consider has affected their performance, and for submitting an Extenuating Circumstances claim unless informed otherwise. Invigilators are responsible for recording any such issues raised by candidates on the examination room report.
- 9.7. Where a candidate knows they have a temporary illness or disability (i.e. an injury or impairment which is anticipated to last for less than 12 months) which will impact upon their ability to sit an examination under standard conditions, the Examinations Team may be able to make arrangements to accommodate the student's needs. For example, where a candidate is unable, due to illness or temporary disability, to sit an examination at the published venue, arrangements will be made, if feasible, for the examination to be held at an alternative venue.
- 9.8. Where a request is made for the examination to be taken in a hospital, approval of the request will be dependent upon the provision of suitable facilities and access to such facilities by an Invigilator.
- 9.9. Arrangements for students who have a temporary illness or disability should be comparable to those put in place for disabled students.
- 9.10. Candidates should notify the Examinations Team as far in advance of the examination as possible of their needs. Where possible the Examinations Team will try to make arrangements for these candidates. If it is not possible to make appropriate arrangements, the



candidate will need to submit a claim for extenuating circumstances to be taken into account in line with Appendix M of the Code of Practice on Assessment.

- 9.11. Students who request such arrangements will be required to provide medical evidence (or equivalent independent documentary evidence) of their circumstances to the Examinations Team. The Head of Student Services will confirm that the arrangements are appropriate.
- 9.12. The University will not normally put in place temporary alternative arrangements for the same student and the same illness or temporary disability for more than two exam periods. If the candidate's condition persists for more than six months they should contact the Disability Support Team to discuss whether they should receive reasonable adjustments as a disabled student.
- 9.13. Students who believe that their performance in an examination has been affected by illness or temporary disability can apply for extenuating circumstances. A candidate who has had adjustments made to their examination arrangements due to illness or temporary disability will not normally have a claim for extenuating circumstances upheld for that condition in those examinations.
- 9.14. Full details of the policy and procedures relating to extenuating circumstances are set out in the 'Policy on Extenuating Circumstances in Relation to Performance in Assessments and Examinations' (Appendix M to this Code of Practice).
- 9.15. Should an examination be disrupted by fire alarm or similar emergency, or should the necessity of dealing with suspected breaches of the regulations or other student misbehaviour cause disruption to other students or impede the rigour of invigilation, the Invigilator will decide if the examination has been compromised to the extent that it is no longer a fair assessment of students' learning. In such circumstances the examination will be abandoned. The Board of Examiners shall consider if candidates have had sufficient opportunity to demonstrate that the learning outcomes associated with the examination have been met and make any appropriate adjustments to marking schemes or assessment weightings or determine if and when the examination should be rescheduled.

## **10. Disability and Alternative Examination Arrangements**

- 10.1. The University's policy and procedures for making adjustments to examination arrangements for disabled students are contained in Appendix K of the Code of Practice on Assessment.
- 10.2. A candidate seeking reasonable adjustments to their examinations must consult with the Disability Support Team as far as possible in advance of the start of the examination and at least four weeks before the publication of the examination timetable in order to allow time for the arrangements to be put in place. In exceptional circumstances, it may be possible to make some reasonable adjustments after this date where these adjustments do not affect the scheduling of examinations.

## **11. Examination Arrangements: Open Book Examinations and Advanced Publication of Papers**

- 11.1. A recommendation to hold an 'Open Book' examination or to publish a written paper in advance of the date of an examination must be submitted as a module modification and approved through the module approval process by the School Scrutiny Panel, which shall be responsible for informing Student Life of the change to the examination arrangements, once it is approved. The recommendation for approval should include details of how and when candidates will be informed of the examination arrangements (see 11.2 below).
- 11.2. Where the School Scrutiny Panel approves a request to hold an 'Open Book' examination or to publish a written paper in advance of the examination date, it shall be the responsibility of



the Head of Department/Dean of School to ensure that all candidates are informed of the examination arrangements and provided with all relevant information for the examination. This information should be provided at a reasonable and appropriate point in advance of the examination, as approved by the School Scrutiny Panel (see 11.1 above).

## **12. The Use of Electronic Calculators in Examinations**

- 12.1. Except when stated otherwise, students will not be permitted to use pre-programmable calculators. Students can use any model of non-pre-programmable calculator and there is no requirement for the calculator to carry the university crest. Calculator cases will not be allowed in the examination.
- 12.2. In certain specified examinations, the use of a specialist calculator may be allowed. In such cases the rubric of the paper will indicate the type of calculator allowed and the Invigilators concerned will be responsible for ensuring that only the specified model is used by the candidates. In all cases the University shall not be responsible for the provision of (i) calculators in the event of breakdown, (ii) power for their operation and (iii) spare batteries.

## **13. Constitution, Responsibilities and Operation of Boards of Examiners**

- 13.1. The Boards of Examiners are responsible to Senate for the assessment of students and the determination of degrees, diplomas and certificates, in accordance with the ordinances and regulations affecting the particular programmes of study under consideration and in accordance with the Code of Practice on Assessment.
- 13.2. The Boards of Examiners will operate as Module Review Boards, Progression Boards and Final Boards of Examiners, to approve module marks, to determine students' progress to the next year/level of study and to approve final awards and any classification or other mark of differentiation of those awards, respectively.
- 13.3. The Dean of School/Institute will determine at what organisational level within the School the Boards of Examiners should operate, in order to discharge their responsibilities appropriately. The Dean of School will appoint a Chair to each Board. By so doing, every module, subject component and programme taught in a School should be associated with a Module Review Board, Progression Board and Final Board of Examiners.
- 13.4. The Dean of School/Institute should determine the assessment pattern for each Board of Examiners. For campus-based programmes, normally this would be to have a Module Review Board and a Progression Board in February, June and September and a Final Board of Examiners in June (undergraduate programmes) and November (taught postgraduate programmes). For online programmes delivered in collaboration Kaplan Open Learning, the assessment pattern would normally be to have a Module Review Board, a Progression Board and a Final Board of Examiners in March, May July and October. Any different pattern must either be approved at the time of approval of the programme (e.g. for non-semesterised programmes) or must be approved by the relevant Faculty Academic Quality and Standards Committee. Where approval is given for a different assessment pattern, the expectation is that students will receive timely release of provisional or final marks approved by or on behalf of a Board of Examiners and that either a Board of Examiners shall meet in a timely manner or a Chair be authorised to act on behalf of the Board to consider recommendations from the Extenuating Circumstances Committee or the Academic Integrity Committee prior to any reassessment period.
- 13.5. Appointment of academic staff and designated teachers to each Board will be undertaken by the Dean of School. In the case of online programmes such arrangements will be confirmed in consultation with the PVC Education or their nominee.

- 13.6. The quorum will be a minimum of four persons or a third of the full academic staff membership excluding any External Examiner(s) and recognised teachers.
- 13.7. Boards of Examiners should have a set of guidance, provided by the Secretary which:
- a) Draws attention to the provisions of the ordinances and the regulations for the Conduct of Examinations;
  - b) Sets out marking descriptors for the particular module and the University's rules governing progression and award (and where appropriate, classification) of the programmes under consideration;
  - c) Draws attention to the requirement for members of the Boards to declare any personal interest, involvement or relationship with a candidate being assessed.
- 13.8. Boards of Examiners should advise the Boards of Studies on the effectiveness of assessment strategies, via the Chair.
- 13.9. Boards of Examiners, via the Secretary, are responsible for retaining examination scripts in accordance with Section 12 of the Code of Practice on Assessment.
- 13.10. Boards of Examiners are empowered by Senate to take into account illness and extenuating circumstances which may have affected a student's performance and they must have procedures in place for the consideration of such cases through the Extenuating Circumstances Committee.
- 13.11. The operation of Boards of Examiners for online programmes will be determined by the Dean of the respective School/Institute in consultation with the Online Programmes Academic Manager. Certain roles and responsibilities will be delegated to Kaplan Open Learning as appropriate.
- 13.12. Boards of Examiners are not permitted to take any decisions which contravene programme ordinances or regulations or the Code of Practice on Assessment. Any recommendations for approval of exceptions to the ordinances or regulations should be made to Faculty for further consideration by the Pro-Vice Chancellor for Education, via the Director of Student Life.
- 13.13. The role of External Examiners/Assessors is defined in the Code of Practice on the External Examiner System and External Examiners' participation in the operation of the Boards of Examiners should be in accordance with this.

#### **14. Module Review Boards**

- 14.1. The Board of Examiners acting as the Module Review Board is responsible for approving module or component marks for each student registered for the module. The name of this Board may differ for clinical programmes.
- 14.2. The constitution of Module Review Boards should include at least four members including the Chair, module co-ordinator for each module, the External Examiners and other academic staff as necessary or appropriate.
- 14.3. Module Review Boards will normally meet after each assessment period, i.e. three times a year or as appropriate for the online programmes. Marks will normally be approved provisionally after the first semester assessment period and will be confirmed following the second semester assessment period. Marks achieved in the summer assessment period will be approved at the September Module Review Board. The provisional approval of marks is not applicable to the online programmes.
- 14.4. External Examiners should be members of the Module Review Boards, *ex-officio*, and would normally attend meetings of the Module Review Board after the second semester assessment period. External Examiners should also be invited to attend meetings of the

Extenuating Circumstances Committee and, where this is not possible, be provided with minutes of the meetings. External Examiners should be provided with the minutes of the Academic Integrity Committee meetings. External Examiners should approve module marks determined by the September Module Review Boards. This may be done remotely but must be completed prior to release of marks to students. In some circumstances it may be appropriate for external examiners to attend more than one Module Review Board per year. For the online programmes, External Examiners should approve module marks determined by all Module Review Boards. The May and October Boards should normally be held in person, or on a hybrid basis, with the other Boards being conducted remotely.

- 14.5. Each module should be reviewed in turn using mark lists displaying the marks for all students registered for a particular module irrespective of their programme of study. Mark lists must be produced from the marks stored on the Banner system or provided by the University's online learning partner.
- 14.6. Module Review Boards are responsible for confirming that the module moderation procedures in place in each Department have been properly followed in accordance with the Code of Practice on Assessment.
- 14.7. Module Review Boards are required to consider the average mark and the mark distribution for each module in the light of the performance of students from the same cohort in other modules and the Board should ensure that any unusual patterns of distribution of marks are investigated in accordance with the Code of Practice on Assessment.
- 14.8. On the basis of paragraph 14.7 above and with the approval of the External Examiner(s) the Module Review Board may make such modifications to the marks for all students on the module as are considered appropriate.
- 14.9. External Examiners should be provided with an opportunity to comment on the content and assessment of each module and their comments should be recorded. Any decisions to modify any marks as a result of paragraph 14.8 above should be recorded with reasons given.
- 14.10. The Module Review Board should consider reports and recommendations made by the Academic Integrity Committee regarding Category C, D and E offences under the Academic Integrity Policy and confirming or determining the appropriate penalty in accordance with the requirements of the Policy. The Module Review Board should make any recommendations as necessary to the Progression Board regarding determinations made under the terms of the Academic Integrity Policy. For online programmes, the Module Review Board should consider such recommendations from the Academic Integrity Sub-Committee in relation to matters considered under the Academic Integrity Policy. Decisions to apply a penalty should be recorded and reasons given. The Module Review Board should assess the academic misconduct occurrences to ensure that assessment practice is reviewed as necessary by the relevant Curriculum Board.
- 14.11. Following final approval of module marks by the Module Review Board, the marks for students' modules are fixed and cannot be changed. The External Examiner and the Chair of the Module Review Board will sign off the approved module marks list. If an error in the calculation of a mark is found after formal approval of the mark it may be changed following formal approval by the External Examiner. Approval can be obtained using remote means if necessary and passed on to Student Life for adjustment on Banner.
- 14.12. Where a School or Department does not have responsibility for any modules, e.g. combined degree programmes, the School/Department will not be required to hold a Module Review Board but will be required to hold a Progression Board and a Final Board of Examiners.

## **15. Progression Boards**

- 15.1. The Board of Examiners acting as a Progression Board is responsible for determining students' progress to the next level/year of study. It is also responsible for monitoring the performance of students, taking remedial action where appropriate and for dealing with unsatisfactory students. By the end of each academic year, a decision should be made about the progression of every student in a Department/School.
- 15.2. Membership of the Progression Board should include all directors of programmes under consideration, Chairs of Module Review Boards and Chairs of Extenuating Circumstances Committees and any other academic staff as deemed appropriate.
- 15.3. All students must be allocated to a named Progression Board. This includes students who are registered for standalone modules.
- 15.4. Progression Boards should operate in accordance with the University's 'Guide on the Progress of Students on Taught Programmes' (The 'Guide') (Appendix E of the Code of Practice on Assessment).
- 15.5. Progression Boards should review students' academic progress at the end of each assessment period.
- 15.6. Progress Panels acting on behalf of Progression Boards may meet at other times of the year to interview students about their academic progress and may take decisions in accordance with (15.7) below.
- 15.7. Progression Boards will receive recommendations from the Extenuating Circumstances Committee on the likely effect of a student's circumstances (as reported to the Committee) on their performance in assessment and therefore their ability to progress normally, and will determine what action should be taken.
- 15.8. The decisions permitted to be taken by the Boards of Examiners, acting as Progression Boards are as follows:
- a) The student has made satisfactory progress and can proceed to the next year/level of study of the current programme of study or an alternative programme;
  - b) The student is deemed withdrawn and therefore their studies are terminated;
  - c) The student is required to terminate studies because their progress is not satisfactory;
  - d) The student is required to terminate their studies because they have reached the maximum period of registration for the programme they are registered for;
  - e) The student is allowed to re-sit/re-take assessments or examinations or repeat the year of study either with or without attendance.
- 15.9. In cases where a student's studies have been terminated, the Progression Board shall inform the Final Board of Examiners so that a recommendation for an award can be made where this is possible.
- 15.10. Where the Progression Board has not permitted a student registered on a 4-year or 5-year integrated master's programme to progress either from Year 2 to 3, from Year 3 to 4 or from Year 4 to 5, requiring the student either to transfer to a three-year programme or to accept a Bachelor's degree respectively, the student may appeal against this decision in the first instance using the Progress Procedures.

- 15.11. Progression Boards are responsible for deciding what conditions will apply, if any, when a student is permitted to re-sit/re-take or repeat a year of study, which includes clear identification of those assessments which are to be reassessed as first attempts.
- 15.12. Progression Boards are not permitted to take any decisions which contravene programme ordinances or regulations or the Code of Practice on Assessment. Any recommendations for approval of exceptions to the ordinances or regulations should be made to Faculty for further consideration by the Pro-Vice Chancellor for Education, via the Director of Student Life.
- 15.13. All decisions taken by the Progression Board should be recorded and those decisions which do not permit a student to progress directly to the next year/level of study should be passed to the relevant Faculty Support Office which is responsible for informing students of the decisions made by the Progression Board and, where appropriate, providing the student with a right of appeal against decisions to terminate studies. Deferred actions relating to students' extenuating circumstances to be considered by the Final Board of Examiners when the final degree classification is decided should also be passed to the relevant parties by the Secretary.
- 15.14. A report of decisions taken by the Progression Boards should be sent by the Secretary, approved by the Chair, to the Programme External Examiner.

## **16. Final Board of Examiners**

- 16.1. The Board of Examiners acting as the Final Board is responsible for recommending students' final awards including degree classification and any mark of differentiation in an award (e.g. merit, distinction) for approval by the Senate Committee for the Award of Degrees, Diplomas and Certificates (CADDAC).
- 16.2. The Final Board of Examiners for postgraduate taught programmes will normally operate also as a Module Review Board to determine marks for the dissertation module if these marks have not been available for consideration at a previous Module Review Board.
- 16.3. Membership of the Final Board of Examiners should include all directors of programmes under consideration, Chairs of Module Review Boards and Chairs of Extenuating Circumstances Committees and any other academic staff as deemed appropriate. The External Examiner designated as the external examiner for the programme will be a member of the Final Board of Examiners.
- 16.4. Final Boards of Examiners make recommendations to CADDAC for the award of degrees, diplomas and certificates. Final Boards should ensure that the classification of an award or the award of a mark of differentiation is made in accordance with those rules in operation at the time of the student's initial registration unless otherwise stipulated.
- 16.5. The Final Board of Examiners will receive advice from the Extenuating Circumstances Committee and, where necessary, from the Progression Board, on the likely effect of such circumstances on a student's performance and will decide what action, if any, to take in relation to the degree classification or other mark of differentiation if not has already been taken previously.
- 16.6. The Final Board of Examiners should provide opportunity for undergraduate students who fail modules in their final year, to re-sit them at the next ordinary sitting in accordance with the system for the classification of non-clinical undergraduate degrees. The Final Board will determine the status of the re-sit and whether or not it should be taken with or without attendance.

## **17. Roles and Responsibilities**

- 17.1. Each Board and its sub-committees acting under the auspices of the Board of Examiners should have a Chair appointed by the Dean of School or Institute. Where there are separate Chairs for each Board, the Dean of School/Institute should nominate one to take overall responsibility for the operation of all Boards associated with the School. The Chair of each Board will be a member of academic staff and is responsible for:
- a) Ensuring that all operational matters handled by the Board of Examiners and all decisions taken are in accordance with University regulations and procedures;
  - b) Ensuring that any sub-committees of the Boards of Examiners, such as Extenuating Circumstances Committees, Academic Integrity Committees and Progress Panels operate in accordance with University regulations and procedures;
  - c) Ensuring that arrangements for External Examiners are in accordance with the Code of Practice on the External Examiner System;
  - d) Approving minutes of meetings of Boards of Examiners and ensuring that decisions and reasons for decisions are recorded accurately by the Secretary;
  - e) Recommending to Faculty any decisions for approval which fall outside University programme ordinances and regulations or the Code of Practice on Assessment in order that they may be considered by the Pro-Vice Chancellor for Education on behalf of Senate;
  - f) Recommending for approval by the Faculty Academic Quality and Standards Committee any departure from the module assessment for individual students which is at variance with the relevant module specification;
  - g) Responding to queries (or nominating a representative to do so) raised by students who wish to appeal against a module mark approved by the Module Review Board, under Section 1 of the Assessment Appeals Procedure; or to appeal against the decision of the Final Board of Examiners, under Section 2 of the Assessment Appeals Procedure by explaining decisions that have been taken and resolve any misunderstanding that the student may have;
  - h) Appointing a senior member of academic staff to conduct an investigation into any appeal submitted by a student under Section 1 of the Assessment Appeals Procedure, where a case has been established by the Secretary to the Board of Examiners, that the student has grounds;
  - i) Representing (or nominating a representative to do so) the Board of Examiners in any Assessment Appeal or Progress Appeal hearing, providing information as required and ensuring any action is taken by the respective Board of Examiners to fulfil the requirements of the respective appeal body.
- 17.2. All Boards of Examiners should have a Secretary, who will normally be a member of Professional Services staff. For online programmes, some duties and responsibilities of this role may be delegated to Kaplan Open Learning as defined in the Terms of Reference for Boards of Examiners for online degrees, with overall responsibility assumed by staff at the University of Liverpool. The Secretary will be responsible for:
- a) Arranging meetings of the Boards of Examiners, ensuring that they are constituted correctly and that appropriate External Examiners are in attendance;
  - b) Ensuring that all appropriate paperwork is available to the Boards of Examiners and is retained appropriately;
  - c) Ensuring that an accurate record of meetings is kept, including all academic decisions and reasons;
  - d) Informing students and relevant subject areas of the outcomes of considerations of extenuating circumstances and ensuring that all decisions are acted upon appropriately;
  - e) Informing students when the Module Review Board has applied a penalty for plagiarism, copying, collusion or dishonest use of data;
  - f) Informing students of any requirement to re-sit/re-submit examinations or coursework and the timescales involved;
  - g) Reporting to Faculty any decisions by the Progression Board which do not permit students to progress directly into the next year/level, in order that decisions taken by the Progression Boards are communicated to students by the Faculty Office consistently;



- h) Recording all final award of degrees, diplomas and certificates and supplying a list of successful candidates to the Senate Committee for the Award for Degrees Diplomas and Certificates (CADDAC) via Student Life;
- i) Arranging for the retention of examination scripts in accordance with the Code of Practice on Assessment;
- j) Retaining current knowledge of programme ordinance and regulations and all other University codes of practice related to those matters under consideration, in order to advise the Boards of Examiners, consulting where appropriate, with central Professional Services and the appropriate Assessment Officer;
- k) Receiving appeals against module or assessment marks submitted by students under Section 1 of the Assessment Appeals Procedure and, in consultation with the Student Conduct, Complaints & Compliance Manager based in the Student Life, to determine whether or not the information supplied by the student constitutes a case for appeal and where this is established, referring the matter to the Chair of the Board of Examiners;
- l) Drafting correspondence with students in relation to Section 1 Assessment Appeals, and issuing Completion of Procedures Letters as appropriate;
- m) Recording the meetings and decisions made by any sub-committee of the Board of Examiners and providing secretarial support for any investigation into an allegation of major plagiarism, collusion or fabrication of data, as required.

17.3. The Head of level 1 Department or School is responsible for appointing an Assessment Officer and an Academic Integrity Officer (or more than one such officer) who will be a member(s) of academic staff and shall report to the Board of Studies and the Board of Examiners as appropriate. The roles of Assessment Officer and Academic Integrity Officer can be one or more academic members of staff.

17.4. The Assessment Officer is responsible for:

- a) Acting as the main point of contact with central University services for all matters relating to assessment policy, especially with colleagues in Student Life and Academic Quality and Standards Division and with the relevant secretaries to Boards of Examiners;
- b) Liaising with their Faculty representative on the Assessment and Feedback Working Group;
- c) Providing advice and information to staff and students in the School/Institute on all issues relating to assessment;
- d) Ensuring the ongoing implementation of the Code of Practice on Assessment and in particular:
  - i. Ensuring that all relevant staff are aware of the provisions of the Code;
  - ii. Ensuring that staff are supported in carrying out their duties in relation to assessment and, if necessary, receive appropriate training;
  - iii. Ensuring that appropriate information about assessment is made available to students in Departmental/programme documentation such as handbooks;
  - iv. Encouraging reflection on assessment issues and the sharing of good practice by staff;
  - v. Ensuring that assessment strategies are appropriately monitored and reviewed by Boards of Studies
  - vi. Assisting in drawing up and monitoring the implementation of Departmental feedback policies;

17.5. The Academic Integrity Officer is responsible for:

- a) Acting as the main point of contact with central University services for all matters relating to academic integrity, especially with colleagues in Student Life and Academic Quality and Standards Division, and with the relevant secretaries to Boards of Examiners;
- b) Liaising with their Assessment Officer about issues relating to academic integrity;
- c) Providing advice and information to staff and students in the Department/School on all issues relating to academic integrity;
- d) Conducting investigations into allegations of plagiarism, copying, collusion and dishonest use of data in accordance with the Policy and Guidelines on Academic Integrity;



- e) Submitting the reports on investigations into academic misconduct and provisional recommendations as appropriate to the relevant Academic Integrity Committee;
  - f) Ensuring implementation of the Policy and Guidelines on Academic Integrity and in particular:
    - i. Ensuring that all relevant staff are aware of the Policy on Academic Integrity;
    - ii. Ensuring that staff are supported in carrying out their duties in relation to academic integrity, and if necessary receive appropriate training;
    - iii. Ensuring that appropriate information about academic integrity is made available to students in programme documentation and handbooks;
    - iv. Encouraging reflection on academic integrity and the sharing of good practice by staff.
- 17.6. Each School/Department should appoint an Examinations Officer who may be a member of the academic staff or Professional Services. The Examinations Officer is responsible for:
- a) Acting as the primary contact between the Examinations Team in Student Life and the School/Department;
  - b) Setting a timetable for examination activities in the School/Department;
  - c) Checking the lists of examination papers supplied by the Examinations Team in Student Life to ensure there are no errors or omissions;
  - d) Collating examination timetabling requests from examiners and reporting them to Student Life;
  - e) Circulating to Departmental colleagues, the examination timetable when it is published in draft and final version by Student Life;
  - f) Informing the Examinations Team in Student Life of any part-time staff who are responsible for examination papers;
  - g) Liaising with external and internal examiners over the preparation, review and modification and approval of examination papers;
  - h) Ensuring that all examination papers are delivered in camera-ready form to the Examinations Team in Student Life by the due date;
  - i) Ensuring that all marks and results are either entered onto Banner or reported to the Examinations Team in Student Life by the published due dates;
  - j) Ensuring that the arrangements for External Examiners are in accordance with the Code of Practice on the External Examiner System.

## **18. Duties of External Examiners**

- 18.1. The duties of External Examiners/Assessors shall be conducted in accordance with the Code of Practice on the External Examiner System as adopted by the Senate.