

Board of Examiners Terms of Reference (Open University)

This committee is a sub committee of HE Academic Board

The Board of Examiners has delegated power from the HE Academic Board to recommend progression of students and award of students to the OU MRAQCP.

Membership and Terms of Reference for the Board of Examiners, and its Subsidiary Board of Examiners (pre board) must be agreed by Academic Board on an annual basis at the start of the academic year and the membership confirmations forwarded to The Open University at agreed points (including the start of the academic year).

Membership

- Chair (Appropriately trained senior member of York College staff not involved in curriculum delivery or assessment) (Head of HE)
- Administration Assistant (P J Crowley)
- All Course/Module leaders (names tbc)
- External Examiners(s) (names tbc)
- The Open University Representative (name tbc)

No students may be nominated to, or take part in, any Board of Examiner proceedings.

A member of the Board of Examiners must declare any personal interest, involvement or relationship with an assessed student.

Terms of Reference

- To assess students in accordance with The Open University (and if applicable any professional, statutory or regulatory body) regulations for the validated programme of study, receive recommendations from the subsidiary board of examiners and recommend conferment of The Open University awards upon students who the Board judges to have: 'have been reached in accordance with the University's requirements'
- To confirm that the appropriate quality assurance mechanisms underpin assessment practices and the qualification processes.
- To confirm there is confidence that the student cohorts have met threshold academic standards for eligibility of the award.
- To confirm membership of the Board of Examiners and the Subsidiary Board of Examiners at the start of the academic year (October).
- To uphold the confidentiality of the proceedings and ensure all confidential papers are received by the secretary at the close of the Board.
- To have overall responsibility for assessment which contributes to the recommendation of award, including confirming the arrangements for the approval and moderation of initial and resit assessment tasks.
- To devolve oversight of mitigating circumstances and academic misconduct to

the appropriate individual/s.

- Approve nomination of appointments of external examiners to the OU.
- To determine progression and awards and recommend grades to The Open University (MRAQCP) to ratify.

The Chair must:

- Ensure that the Board is quorate (including External Examiner representation) to enable the Board of Examiners to fulfil its Terms of Reference.
- Ensure that all External Examiners have been notified that they are required to attend the meeting and make their recommendations to the Board of Examiners
- Ensure that awards are recommended for conferment in line with The Open University's handbook for validated awards.
- Ensure that appropriate information is available to the Board of Examiners to ensure that it can exercise impartial judgement i.e. student results, minutes from the Subsidiary Board of Examiners, decisions from the Mitigating Circumstances Panel and any exceptional circumstances arising.
- Check minutes to ensure that recorded student decisions are a true and accurate record of the Board of Examiners meeting.
- Ensure external moderation of results is completed before the Board of Examiners takes place.

The HE Coordinator must:

Ensure that the agenda, and a reminder of confidentiality, is circulated seven days before to the OU Validating partner

At the Board of Examiners provide copies of:

- Minutes of the previous Board of Examiners
- Reports from the Mitigating Circumstances Panel
- Report from any academic misconduct hearings are seen by the Chair and Secretary
- Mark sheets
- One copy of the award handbook as a reference copy for the Chair
- One copy of the award regulations (approved by The Open University) as a reference copy for the Chair
- One copy of the Academic Misconduct Procedure
- One copy of the Mitigating Circumstances policy as a reference copy for the Chair

