

## Board of Examiners: Membership and Terms of Reference

There shall be a Board(s) of Examiners for each programme award, stage and progression point of a programme.

### Membership

#### Appointed Members (Voting)

Chair, independent of the programme, appointed annually from a previously approved pool of examination board chairs by the Academic Council. The pool shall be reviewed annually and refreshed as necessary.

#### Ex Officio Members (Voting)

The Director of Teaching and Learning

The internal examiners for those assessments being considered

The external examiners for those assessments being considered

#### Ex Officio Members (Non-Voting)

The Chief Executive (or nominee)

Registrar (or nominee)

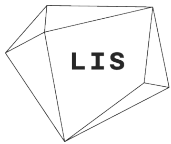
Director of Admissions and Student Support (or nominee)

#### Attending Members (Non-Voting)

Any other person approved by the Chair.

**Quorum:** Four voting members which must include the Chair, one internal member and one External Examiner, supported by the Secretary.

**Secretary:** A secretary, appointed by the Chief Executive, will minute the meetings but will not take part in the voting of the Board of Examiners.



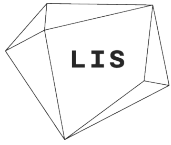
**Frequency:** Boards of Examiners shall meet at least twice each academic year and further as required. Dates for formal meetings of the Board of Examiners must be agreed with External Examiners and scheduled at the beginning of the academic year.

### **Terms of Reference**

1. To agree the minutes of the previous meeting of the Board and to note any matters arising from them;
2. To note any actions taken under delegated authority since the previous meeting including the application of concessions under the Extenuating Circumstances Policy and Procedure and penalties under the Academic Misconduct Policy and Procedure;
3. To consider reports on matters affecting the conduct of assessments and/or examinations and to determine what action, if any, to take in mitigation with regard to student performance;
4. To consider the recommendations of the internal and external examiners as presented in the results and in so doing to approve:
  - a. the application of condonation where applicable;
  - b. Individual cases which require further information or investigation and should be deferred or remitted to the Chair for action;
  - c. the progression of students to the next stage of the programme;
  - d. the achievement of students on individual modules;
  - e. the classification of awards.
5. To make recommendations on the conferment of awards to the Academic Council
6. Consider the annual report(s) of the External Examiner(s) and any relevant actions taken by the School;
7. To monitor the academic standards of the programmes;
8. To monitor the overall retention, progression and achievement of students.

### **Authority**

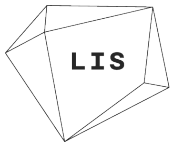
9. Boards of Examiners report to the Academic Council.



THE LONDON  
INTERDISCIPLINARY  
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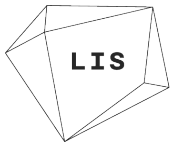
### **Voting and Recommendations**

10. It is expected that decisions of the Boards of Examiners will normally be reached by consensus and after due debate but if a vote is required decisions shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.



<b>Name of policy/procedure:</b>	<b>Boards of Examiners: Membership and Terms of Reference</b>
<b>Document owner:</b>	<b>Hannah Kohler, Director of Admissions and Student Support</b>
<b>Date Originally Created:</b>	<b>02/2019</b>
<b>Last reviewed:</b>	<b>02/2020</b>
<b>Reviewed by:</b>	<b>Prof. Chris Maguire (Registrar) Jasper Joyce (Director of Finance and Operations) Ed Fidoe (Chief Executive) Prof. Carl Gombrich (Director of Teaching and Learning)</b>
<b>Audited by:</b>	<b>Board of Directors Academic Council</b>
<b>Date of Audit:</b>	<b>07/2019 (BoD) 11/2019, 03/2020 (AC – approved)</b>
<b>Date of next review:</b> (annually unless otherwise agreed)	
<b>Related documents:</b> (eg associated forms, underpinning processes, related policies or overarching policies)	<b>Governance Structure Overview</b>  <b>General Academic Regulations, notably:</b> <ul style="list-style-type: none"> <li>• <b>Assessment and Classification Framework</b></li> <li>• <b>Security of Examinations and Assessments Procedures</b></li> <li>• <b>Academic Misconduct Policy and Procedure</b></li> <li>• <b>Academic Appeals Procedure</b></li> <li>• <b>Deferral, Extension and Extenuating Circumstances Policy and Procedure</b></li> </ul> <b>External Examiners Policy and Procedure</b>

<b>Version Control</b>			
<b>Version</b>	<b>Author [name]</b>	<b>Date</b>	<b>Brief summary of changes</b>
<b>1</b>	<b>Hannah Kohler (Director of Admissions and Student Support)</b>	<b>22/02/2019</b>	<b>Original draft</b>
<b>2</b>	<b>Prof. Chris Maguire (Registrar)</b>	<b>22/02/2019</b>	<b>Input on membership and terms and conditions</b>
<b>3</b>	<b>Jasper Joyce (Director of Finance and Operations)</b>	<b>23/02/2019</b>	<b>Minor wording changes</b>
<b>4</b>	<b>Ed Fidoe (Chief Executive)</b>	<b>23/02/2019</b>	<b>Minor wording change</b>



5	<b>Carl Gombrich (Director of Teaching and Learning)</b>	<b>10/03/2019</b>	<b>Clarification of membership</b>
6	<b>Board of Directors</b>	<b>12/07/2019</b>	<b>Signed off Board of Examiners Membership and Terms of Reference</b>
7	<b>Hannah Kohler (Director of Admissions and Student Support)</b>	<b>15/08/2019</b>	<b>Minor wording changes</b>
8	<b>Academic Council</b>	<b>18/11/2019</b>	<b>Requires update given decision to pursue NDAPs</b>
9	<b>Prof. Chris Maguire (Registrar)</b>	<b>10/02/2020</b>	<b>Altered wording in relation to External Examiners and deletion of procedure.</b>
10	<b>Hannah Kohler (Director of Admissions and Student Support)</b>	<b>13/02/2020</b>	<b>Minor wording changes</b>
11	<b>Prof. Chris Maguire (Registrar)</b>	<b>29/02/2020</b>	<b>Changes to the definition of the Chair</b>
12	<b>Academic Council</b>	<b>18/03/2020</b>	<b>Approved</b>