



**FIND
YOUR
NEW**

**New College Durham
Assessment Board
Process**

What are the Assessment Boards?

The Assessment Boards are a set of meetings where your results for every module you have completed are presented and confirmed.

Members of the Assessment Board will be presented with your academic profile and based on your performance, your outcome will be agreed.

Following the Assessment Board, you will receive a letter and a transcript to explain the outcome of your academic performance.

Who attends the Assessment Boards?

The Assessment Board membership is made up of the following:

- Chairperson (usually a Vice Principal or delegate)
- Curriculum Managers
- Programme Leaders
- Module Tutors
- Academic Registry representative
- Exams Officer (LSC Only)
- External Examiners
- Secretary to the Board
- Awarding Body representative (where appropriate)

What happens in an Assessment Board?

The Chair will welcome all members and formal introductions will be made.

Any exceptional matters for notification will be reported. In addition, information on any students who have applied for mitigation, committed academic malpractice, or have successfully applied for Recognition of Prior Learning (RPL) will be noted.

All modules, progression and award profiles will then be presented and External Examiners will be asked to confirm they are happy to approve the marks.

All decisions made on a student's academic profile will be confirmed at the end of the Assessment Board and the Chair will authorise the Secretary to release results.

What is the difference between modules, progression and awards?

Modules

A report for every module which is delivered as part of your programme, containing the marks for each student will be presented.

Progression

This report will show the overall module mark and level average for all students on your programme. This report will allow members of the Assessment Board to establish if you are permitted to progress to your next level of study (i.e. from Level 4 to Level 5)

Awards

This report will again show the overall module mark and level average for each student. This report will allow members of the Assessment Board to establish if you are eligible for an award, and what classification you will receive

What could my outcome be?

Level 4

Pass and Proceed – every module has been passed and you can progress to Level 5.

Fail Level – you are not permitted to progress to Level 5 until you retake your failed module(s).

Fail and Withdraw – you are withdrawn from the programme due to a lack of engagement, poor academic performance, or you have failed a retake opportunity.

Level 5

Pass Award – you have successfully completed your programme and will receive your award.

Fail Level - you are not eligible for your award until you retake your failed module(s)

Fail and Withdraw – you are withdrawn from the programme due to a lack of engagement, poor academic performance, or you have failed a retake opportunity.

How will I receive my results?

The Secretary to the Board will work to produce transcripts and letters for all students presented to the Assessment Board. These will then be sent out within seven days of the date of the Assessment Board.

All students will receive their results from assessment.boards@newdur.ac.uk.

You **must** read the letter you receive and ensure you follow any instructions carefully.

Please note that you cannot respond to this email address. If you have any queries regarding the information you have received, please contact your Programme Leader.

What if I am dissatisfied with the outcome?

Every student has the right to appeal if they are dissatisfied with their outcome. Your right to appeal is explained in the letter you will receive following the Assessment Board.

However, as detailed in the Academic Appeals procedure, you can only appeal on the grounds of breach of regulations, mitigation or maladministration. It is therefore strongly recommended that you read both the policy and procedure before considering making an appeal.

The policy and procedure can be found using this link:
[Higher Education Information \(newcollegedurham.ac.uk\)](https://newcollegedurham.ac.uk/higher-education-information)