

BOARDS OF EXAMINERS

1 GENERAL

- i. The primary purpose of the Board of Examiners is to oversee the assessment of awards, to decide for each student on progression on a programme and to make recommendations to Academic Council on the award, and category of award, to be conferred upon individual students.
- ii. The Head of Department shall ensure that all named awards shall be assigned to the authority of a Board of Examiners.
- iii. The Board of Examiners will meet once each academic year and additionally shall hold a sub-committee meeting to consider both Second Attempt Assessments and Deferred First Attempts Assessment. The dates for these will be set annually by Academic Council.
- iv. Boards of Examiners held to consider the postgraduate results shall meet in accordance with 1.iii and may also be convened at other times throughout the year as appropriate to the structure of the course.
- v. Courses with non-standard academic years and/or exemptions from the requirements of the academic year structure may have their Boards or additional Boards at other times and dates, but must advise students and Academic Registry of the dates that will apply.
- vi. In exercising the powers provided by these regulations, the Board of Examiners shall have due regard to the principles described in the **Introduction**, the standard of the award, the identified aims and objectives of the programme and each candidate's overall performance.
- vii. Only a Board of Examiners constituted in accordance with these Regulations shall be authorised to recommend conferment on a student of an academic award of the University of Portsmouth.
- viii. Academic awards of the University shall be conferred by Academic Council on behalf of the University in accordance with decisions of Boards of Examiners.
- ix. The decisions of Academic Council with regard to academic awards shall be determined by the signature of the Academic Registrar, upon the Conferment List, and shall accord with the recommendation of the Board of Examiners.

2 MEMBERSHIP

- i. In respect of each named award for which the Board of Examiners is responsible, the following have membership rights:
 - a) Chair;
 - b) Award External Examiner(s);
 - c) Course Leader;
 - d) Personal Tutors to all candidates under consideration;
 - e) All members of staff responsible for the teaching and assessment of units contributing to the award;
 - f) Head(s) of Department;
 - g) Associate Deans of Faculty;
 - h) Academic Registrar, or her or his appointed representative.

- ii. The Chair shall be appointed on the authority of Academic Council and shall be accountable to Academic Council for ensuring that the Board of Examiners fulfils its responsibilities in accordance with these regulations.
- iii. No student may be a member of a Board of Examiners, save that a member of staff or approved Award External Examiner who is coincidentally registered as a student on another programme of the University or elsewhere shall not be disqualified from discharging normal examining commitments.
- iv. The Board of Examiners, shall have the following quorum:
 - a) Chair;
 - b) Course Leader or, exceptionally, an appointed nominee;
 - c) Head of Department, in which each named award resides, or an appointed nominee.
 - d) When considering final awards, the Award External Examiner(s);
- v. The role of the External Examiner and the associated rights and responsibilities are described in the document External Examiners: Regulations and Procedures.
- vi. If, exceptionally, the Award External Examiner is unable to attend the meeting of the Board of Examiners recommending the conferment of an academic award, and none of the Subject Examiners for units contributing to one or more of the awards is able to attend, then the Award External Examiner shall:
 - a) as far as possible, make their views known to the Board of Examiners before it meets;
 - b) after the Board of Examiners has met, write to the Chair of the Board of Examiners stating the reason for absence, the extent of his or her involvement with the programmes during the year in question and signifying satisfaction with the processes of assessment. The letter shall not be considered to signify agreement with every decision of the Board of Examiners.

3 PROCESS AND POWERS

- i. The Board of Examiners shall receive:
 - a) the minutes of its previous meeting and any intervening sub-committee(s);
 - b) notification of actions taken under delegated authority from previous meetings;
 - c) the current programme specification and assessment matrix;
 - d) the confirmed marks and assigned credit from the appropriate Unit Assessment Board(s) for each student registered for the award for which it is responsible;
 - e) decisions made with regard to Second Attempt Assessments, repeat assessment and marks subject to penalty by the Unit Assessment Board(s);
 - f) a record against each unit mark of Extenuating Circumstances found Valid;
 - g) a record of any actions taken by the Unit Assessment Board because of Extenuating Circumstances found valid or of any assessment penalties waived by the Unit Assessment Board;
 - h) the names of all students identified by the University as having disabilities and details of any arrangements made to make allowance for such disabilities;
 - i) the name of any student alleged to have been guilty of an assessment offence in relation to a unit and details of any action taken in relation to that offence;
 - j) the annual report(s) of the Award External Examiner(s) and relevant sections of the annual reports of Subject External Examiners for units which form part of the award;
 - k) the name of any student in breach of University regulations whose result is required to be withheld.

- ii. The Board of Examiners shall have marks presented to it according to the following conventions:
 - a) unit marks in integers;
 - b) weighted mean averages, as appropriate to the classification criteria being reviewed, reported as integers as follows:
 - i) a decimal of .5 or greater shall round up to the next highest integer;
 - ii) a decimal of .4 or less shall round down to the integer;
 - c) Grade Point Averages (for Honours Degree programmes only) to two decimal places.
- iii. If a student has undertaken assessments or been awarded credit for prior learning such that the minimum required for the recommendation of an award is exceeded, the weighted mean average presented to the Board of Examiners shall:
 - a) take account of the student's performance in all compulsory units;
 - b) then the student's best performance in optional units up to the total required;
 - c) all other units shall be disregarded, except in relation to the award of credit.
- iv. The Board of Examiners shall:
 - a) agree the final version of the minutes of the previous meeting to be a true record of that meeting and note any matters arising from them;
 - b) note any actions taken under authority delegated at its previous meetings;
 - c) determine whether failure to achieve the outcomes of a unit can be compensated;
 - d) determine whether to permit a candidate to progress to the next stage of a course;
 - e) determine whether a candidate shall be excluded from the University on academic grounds;
 - f) determine to substitute repeat assessment for Second Attempt Assessment for any candidate, where the permitted limits for such Second Attempt Assessments have been exceeded;
 - g) recommend the conferment and, as appropriate, classification of an award;
 - h) determine whether or not to defer recommending the conferment of an award until specified conditions, within a specified time scale, have been met;
 - i) authorise the publication of a list of decisions and recommendations;
 - j) consider the annual report(s) of the Award External Examiner(s), (and relevant sections of the annual reports of Subject External Examiners for units which form part of the award) and refer matters of concern to the Board of Studies;
 - k) fulfil, as appropriate, any specific and additional requirements of any external accrediting body for the award recognised by Academic Council.

4 COMPENSATION

- i. The purposes of compensation are to allow the Board of Examiners:
 - a) to assign credit to a student who has not been assigned sufficient credit to be eligible for either progression or recommendation for the conferment of the final award; and
 - b) to assign credit to a student on a taught postgraduate course or part time course at any point during the student's registration on the relevant award.
- ii. Academic Council vests the power of compensation in the Board of Examiners.
- iii. A Board of Examiners can exercise the power of compensation at its discretion and having due regard to the standard of the award and the learning outcomes of the programme.
- iv. The Board of Examiners may award credit in compensation to a student in failed units due to strength of overall performance at a stage.

- v. Compensation can only be awarded if the student has achieved a minimum of the following:
 - a) Attempted or had a valid extenuating circumstance for the final assessment in the unit to be compensated.
 - b) A weighted average mark of 40% across all relevant units at that level (after discounting the worst 20 credits at levels 5, 6 and 7 of honours degrees and integrated masters degrees).
- vi. As compensation is a discretionary power, the Board of Examiners may set higher thresholds than those listed at 4.v. when exercising its judgement regarding the standard of the award and the learning outcomes of the programme.
- vii. The limit applicable to compensation for all undergraduate courses (except Integrated Masters) shall be a single 20 credit unit at each level of the course subject to an overall maximum of compensation of 60 credits for an Honours Degree, 40 credits for an Ordinary Degree, 40 credits for a Foundation Degree or DipHE and 20 credits for a CertHE.
- viii. The limit applicable to compensation for Integrated Masters shall be a single 20 credit unit at the first three levels of the course and a single unit up to a maximum of 30 credits in the final year subject to an overall maximum of compensation of credits of 90 credits.
- ix. The overall limit applicable to compensation for a Postgraduate Diploma and/or a Masters Degree shall be a single 30 credit unit. Compensation cannot be awarded for Postgraduate Certificates.
- x. The Board of Examiners shall not compensate units subject wholly to pass/fail assessment.
- xi. Where a Board of Examiners awards credit in compensation, the following shall apply.
 - a) the transcript will show the pass mark, annotated as a "Compensated Pass";
 - b) the original mark shall be used for the purposes of determining any classification;
 - c) the reasons for doing so shall be stated and recorded in the minutes.

5 DECISIONS

- i. At the end of each meeting the Chair shall sign a list of the decisions of the Board of Examiners. The list is published within 3 working days of the meeting.
- ii. The list shall show the name or Identification Number of each student and the decision of the Board of Examiners. The decision shall be one, or a combination, of the following:
 - a) Progress;
 - b) Recommend the award;
 - c) Deferred First Attempt Assessment;
 - d) Second Attempt Assessment;
 - e) Repeat Assessment;
 - f) Exclude;
 - g) Decision Withheld;
 - h) Decision Pending.
- iii. The Chair of the Board of Examiners shall ensure that, as soon as practicable after the Board, sufficient further details of the Board's decisions are supplied to each student to exercise all of their rights under these and any other regulations of the University. Those further details must make clear any actions the student must complete in order to retrieve any failure.

- iv. At the end of the meeting of the Board of Examiners, the Award External Examiner shall sign the Conferment List. This endorsement on the Conferment List signifies general satisfaction with the effectiveness and adequacy of the assessment processes, with particular reference to the student profiles, issues of fairness, as described in the document External Examiners: Regulations and Procedures. It does not necessarily indicate agreement with every recommendation of the Board.

5.1 PROGRESS

- i. Academic Council may approve the division of programmes of study leading to named awards into stages separated by points of progression.
- ii. Responsibility for all progression decisions rests with the Board of Examiners.
- iii. The approved programme specification or the individual student learning contract define the points of progression in the pathway to the award and the amount of credit which must be obtained before a student can progress to the next stage.
- iv. Unless specifically stated otherwise in the approved programme specification or the individual student learning contract, the timing of points of progression shall be the first day of the next academic year to start after the meeting of the Board of Examiners following the completion of study at a particular stage.
- v. The Board of Examiners will determine whether the point of progression lies before or after placement, unless the programme specification has fixed the point of progression. The Board of Examiners may determine the point of progression differently according to a student's circumstances. If it does so, the minutes shall record in each case the Board's reasons for so determining the point of progression.
- vi. The Board of Examiners shall consider each student's overall performance at the first meeting following the student's completion of the study of each stage. If the credit required to complete that stage has been obtained, the Board of Examiners shall permit the student to progress to the next stage. Students may not progress with trailing units.
- vii. On the authority of the Chair of the Board of Examiners, a student may commence the study of a unit or units at the next stage before the Board of Examiners has met to consider the results of the assessment of units at the preceding stage or the results of any Second Attempt Assessment or repeat assessment.
- viii. A Unit Assessment Board may not assign credit for a unit or units at any stage until the Board of Examiners has confirmed that the student has progressed to that stage.

5.2 "RECOMMEND THE AWARD OF [NAME OF SPECIFIC AWARD]"

- i. Only a Board of Examiners, or a sub-committee or person acting on the delegated authority of a Board of Examiners, constituted in accordance with these regulations may recommend a student for conferment of an academic award of the University.
- ii. The document, Awards of the University of Portsmouth, lists the awards of the University, states the standard of those awards and, for taught programmes, the credit requirements for eligibility to be recommended for conferment of them. No recommendation can be made to Academic Council for the conferment of any award of the University other than in accordance with that document.

- iii. The Board of Examiners shall consider each student's overall performance at the first meeting following the student's completion of the study of the final stage. The Board of Examiners shall recommend the student to Academic Council for the award of the University for which the student had registered if:
 - a) Unit Assessment Boards have assigned necessary credit;
 - b) any shortfall is made good by the exercise of compensation;
 - c) the student is not in breach of University regulations.
- iv. The recommendation to Academic Council shall be made upon the University's Conferment List.

5.3 DEGREE CLASSIFICATION OF HONOURS DEGREES

- i. Marks for classification are presented to the Board of Examiners as integers. The marks required for a particular classification of an honours degree are as follows:
 - a) 40-49 third class
 - b) 50-59 second class, lower division
 - c) 60-69 second class, upper division
 - d) 70+ first class
- ii. Pass/Fail units do not count towards classification. Mean values will be calculated on the remaining credits.
- iii. Relevant credits at a certain level refer to the level of the unit and not the level of the course on which it was studied.
- iv. The Board of Examiners shall recommend to a student who is eligible for the relevant award, as defined in the document Awards of the University of Portsmouth, the highest classification arising from the application of the following formulae:
 - a) the classification of the weighted mean of all relevant credits at Level 5 and all relevant credits at Level 6 in the ratio of 40:60 respectively after first discounting the marks in the worst 20 credits both at Level 5 and at Level 6;
 - b) the classification of the weighted mean of all relevant credits at Level 6 after first discounting the marks in the worst 20 credits at Level 6;
 - c) the minimum classification in which more than 50% of the combined relevant credits at Level 5 and Level 6 were attained after first discounting the marks in the worst 20 credits both at Level 5 and at Level 6.
- v. A Board of Examiners shall, where a student has been admitted with credit to study only the final stage, recommend the highest classification arising from the application of the following formulae:
 - a) the classification of the weighted mean of all relevant credits at level 6 after first discounting the marks in the worst 20 credits at Level 6;
 - b) the minimum classification in which more than 50% of the combined relevant credits at level 6 have been attained after first discounting the marks in the worst 20 credits at Level 6.
 - c)
- vi. The Board of Examiners shall have discretion to recommend classification of honours other than would accord with regulations if at Level 6, 20 credits or more have been obtained from RPL or pass/fail units.

5.4 GRADE POINT AVERAGE FOR HONOURS DEGREES

- i. For honours degrees, a Grade Point Average will be presented to the Board of Examiners along with the degree classification. The Grade Point Average is an additional measure of student achievement and is complementary to the degree classification, not a replacement.
- ii. The Grade Point Average will be presented to two decimal places.
- iii. Pass/Fail units do not count towards the Grade Point Average. Mean values will be calculated on the remaining credits.
- iv. The level of relevant credits stated refers to the level of the unit and not the level of the course at which it was studied.
- v. The Board of Examiners shall recommend to a student who is eligible for the relevant award, as defined in the document Awards of the University of Portsmouth, the Grade Point Average calculated as a weighted mean of Grade Points from all relevant credits at Levels 5 and 6, in the ratio of 40:60 respectively, after first discounting the Grade Points in the worst 20 credits at each level.
- vi. A Board of Examiners shall, where a student has been admitted with credit to study only the final stage, recommend the Grade Point Average calculated from weighted mean of Grade Points of all relevant credits at level 6 after first discounting the Grade Points in the worst 20 credits at Level 6.
- vii. The Grade Point Average will be included on the student transcript but not the degree certificate.

5.5 CLASSIFICATION OF OTHER AWARDS

- i. Marks for classification are presented to the Board of Examiners as integers. The marks required for a particular classification are as follows:
 - a) 40-59 Pass
 - b) 60-69 Merit
 - c) 70+ Distinction
- ii. Pass/Fail units do not count towards classification. Mean values will be calculated on the remaining credits.
- iii. Relevant credits at a certain level refer to the level of the unit and not the level of the course on which it was studied.
- iv. For non-honours awards at both undergraduate and postgraduate level (except Integrated Masters degrees which are covered at **5.4.vii**), the Board of Examiners shall recommend the highest classification to a student who is eligible for the relevant award, as defined in the document Awards of the University of Portsmouth, arising from the application of the following formulae:
 - a) the classification calculated from the weighted mean of all relevant credits;
 - b) the minimum classification in which more than 50% of the relevant credits were attained.

- v. For Certificates of Higher Education, Diplomas of Higher Education and Foundation Degrees, relevant credits can be at Level 4, 5 or 6. For Ordinary Degrees, relevant credits are at Level 5 and 6 only.
- vi. For awards of Postgraduate Certificate, Postgraduate Diploma, or taught postgraduate Masters Degree, relevant credits are at Level 7 only.
- vii. For Integrated Masters degrees, the Board of Examiners shall recommend the highest classification to a student who is eligible for the relevant award, as defined in the document Awards of the University of Portsmouth, arising from the application of the following formulae:
 - a) the classification of the weighted mean from all relevant credits at Level 6 and Level 7 in the ratio of 50:50 respectively, after first discounting the marks in the worst 20 credits at Level 6 and Level 7;
 - b) the classification of the weighted mean from all relevant credits at Levels 5, 6 and 7 in the ratio of 20:40:40 respectively, after first discounting the marks in the worst 20 credits at Level 5, Level 6 and Level 7.
- viii. The Board of Examiners may exercise discretion to recommend an award with distinction or merit to a student who does not qualify for that classification. The Board must be convinced that the student has merited the higher classification but that a particular circumstance, perhaps the inclusion of RPL credit that does not attract a mark, has prevented the student from having the opportunity to meet the standard in the required number of credits. In such cases, the minutes of the meeting shall show the reasons for the exercise of discretion.
- ix. A Grade Point Average is not currently available for non-honours degrees.

5.6 AEGROTAT AWARDS

- i. An award may be recommended in aegrotat form when the Board of Examiners does not have enough evidence of the student's achievements to recommend the award for which the student was a candidate, and a lesser award would be inappropriate, but is satisfied that, but for valid extenuating circumstances, the student would have reached the standard required.
- ii. An aegrotat award carries no classification.
- iii. Before a recommendation for an aegrotat award shall be made the student:
 - a) must have signified that they are willing to accept the award and understands that this acceptance entails waiving any opportunity to be assessed or re-assessed;
 - b) must, if applicable, be advised as to whether or not such an award is recognised by any accrediting body.
- iv. In all cases where a Board of Examiners recommends an aegrotat award, the reasons for doing so shall be stated and recorded in the minutes of the meeting.
- v. Having been offered the aegrotat award, a student may elect not to accept the award but to request that the Board of Examiners makes a decision in accordance with **1.5**.

5.7 POSTHUMOUS AWARDS

- i. An award may be conferred posthumously, either in aegrotat or normal form, to a deceased student who was a registered student at the time of death, and had sufficient assessable work available at the time of death to enable the Board of Examiners to recommend an award.

- ii. In all cases where a Board of Examiners recommends the conferment of an award posthumously, the reasons for doing so shall be stated and recorded in the minutes.
- iii. This recommendation is often made by the Chair of the Board but must always be the result of appropriate consultation, and must always be reported back to the Board.

5.8 DEFERRED FIRST ATTEMPT ASSESSMENT(S)

- i. Boards of Examiners shall be informed that valid extenuating circumstances apply to named students in named units, and the decisions made by Unit Assessment Boards.
- ii. The Boards of Examiners shall minute all decisions reached in respect of valid extenuating circumstances made known to it, together with reasons. The Boards of Examiners may:
 - a) endorse defer decisions already made by a Unit Assessment Board and defer its decision about progress or recommending an award;
 - b) offer an aegrotat award in accordance with the University's Regulations.
- iii. Where a student is offered the opportunity to be assessed again, the offer must be made in writing with a content that makes it plain:
 - a) the assessment shall be as if for the first time, or if it is in relation to a repeat unit shall be as if for the repeat attempt;
 - b) if the student has achieved a pass in the unit(s) for which they have valid extenuating circumstances, the student must signal within a specified time her or his intention whether, in relation to the passed unit(s) affected, to accept the offer to be assessed again in the missed examination. If the student does not respond within the specified time she or he shall be deemed to have elected not to be assessed again.

5.9 SECOND ATTEMPT ASSESSMENT

- i. At each stage of a programme, the Board of Examiners shall permit students Second Attempt Assessment if the total number of units failed (including Second Attempt Assessments and Second Attempt Assessment(s) and Deferred First Attempt Assessment(s)) does not exceed a limit of 40 credits for undergraduate programmes and up to and including a limit of 60 credits for postgraduate programmes. Additionally, students are permitted Second Attempt Assessment in the major project unit for the course, on top of these limits.
- ii. The Board of Examiners shall require a student who has failed units exceeding the limit set out in regulation **5.9.i** or who has not passed units after Second Attempt Assessment and/or Deferred First Attempt Assessment either to undertake repeat assessment or be excluded from the programme.

5.10 REPEAT ASSESSMENT

- i. Repeat Assessment has the following purposes for students who have failed units, including failure after Second Attempt Assessment:
 - a) firstly, to give an opportunity to achieve the credit required to progress to the next stage of the award;
 - b) secondly, at the final stage, to give an opportunity to achieve the credit required to become eligible for recommendation for the conferment of the final award.
- ii. A student may be allowed Repeat Assessment on one or more occasions.

- iii. The Board of the Examiners may give a student the opportunity, or require the student, to undertake repeat assessment in a different unit or units, but the assessment of such units will still accord with the provisions of Repeat Assessment.
- iv. The timing of Repeat Assessment shall coincide with the normal assessment of the unit or units concerned.
- v. A student with Repeat Assessment cannot choose to repeat units that have already been passed. The Board of Examiners cannot require that a student undertake Repeat Assessment of any unit for which credit has previously been assigned.
- vi. Where a student undertakes Repeat Assessment, the following shall apply:
 - a) the student must do so with attendance;
 - b) the student must attempt all the assessment components in the unit description and no marks may be carried forward from any earlier attempt.
 - c) the Unit Assessment Board shall award the student the full mark their assessment earns on merit if she or he passes a unit after repeat assessment. That mark shall be annotated on the transcript with the legend "Passed after Repeat Assessment";
 - d) the Board of Examiners shall use the mark recorded for the Repeat Assessment when recommending the classification of awards;
 - e) the Board of Examiners, at the time it permits a student to undergo Repeat Assessment, may restrict the award classification that can be awarded;

5.11 EXCLUSION

- i. Academic Council vests the responsibility for exercising powers relating to exclusion on academic grounds in the Board of Examiners.
- ii. A Board of Examiners shall exclude a student from the University if Unit Assessment Boards have not assigned credit to the student for a period of two calendar years. The Board of Examiners shall have discretion to waive the time limit in any case in which it is satisfied that its application would be unjust. The grounds for exercising such discretion shall be stated and recorded in the minutes of the meeting.
- iii. The Board of Examiners shall have the discretion to exclude on academic grounds a student who in its academic judgement fails to make satisfactory progress. The grounds for making the decision shall be stated and recorded in the minutes of the meeting. In such cases the student shall be offered the opportunity of an interview with the Chair of the Board of Examiners. The Chair be given delegated authority to reconsider the decision of the Board if the student provides details of personal circumstances, supported by acceptable evidence, which would have adversely affected their performance. These circumstances must be ones unknown to the Board when it made the original decision, and the student will need to satisfactorily explain why the Extenuating Circumstances procedure had not been used. Should the student be dissatisfied with the outcome of the interview, they are still able to submit an Academic Appeal. The student will have ten working days from receiving the outcome of the interview to appeal against the decision.
- iv. The Board of Examiners shall exclude any student who has exceeded the maximum registration period.
- v. A Board of Examiners when excluding a student shall recommend any award or awards for which the student is qualified.

- vi. Excluded students are not eligible to rejoin their course or transfer to another course within the University. Excluded students who wish to rejoin the course or transfer to another course in the University must complete an application form and apply through the normal routes. There should be no expectation of re-admission and previous work done will be judged through the University's RPL procedures.

5.12 DECISION WITHHELD

- i. This decision confirms that a recommendation has been determined but not yet published because the student is in breach of one or more University regulations.

5.13 DECISION PENDING

- i. This decision confirms that the student has to consider whether either to accept an offer of compensation or to undertake a Deferred First Attempt.

6 AUTHORITY TO DEPART FROM THE UNIVERSITY'S REGULATIONS

- i. Within the constraints of the programme objectives and good practice in the subject area within the UK higher education sector, the Board of Examiners shall have discretion, in exceptional circumstances, to depart from any of these regulations if, in the opinion of the Board of Examiners, a strict application of the regulations would be unjust to a student or students. The Board of Examiners will take advice from the Award External Examiner in relation to good practice in the subject area.
- ii. In such a case the minutes must record all of the following information:
 - a) a reference to this regulation;
 - b) the name of the student(s);
 - c) the regulation from which the Board of Examiners wishes to depart;
 - d) the full circumstances in which the Board of Examiners considered it necessary to exercise the discretionary power under this regulation;
 - e) the reason why the Board of Examiners considered it necessary to exercise the discretionary power under this regulation including specific mention of the consequences of the exercise of discretion for the student and the consequences of not exercising such discretion;
 - f) the advice of the External Examiner in relation to good practice in the subject area within the UK higher education sector;
 - g) the reason why such discretionary power should not be exercised for other students.
- iii. The Chair of the Board of Examiners shall send forthwith a copy of the minute to both the Secretary and the Chair of Academic Council.

7 COURSE MANAGEMENT ISSUES

- i. The Board of Examiners shall have discretion, in exceptional circumstances, to depart from any of these regulations if, in its opinion, a course management issue has arisen and a strict application of the regulations would be unjust to a student or students.
- ii. In such a case, the Chair of the Board of Examiners should contact the Academic Registrar to take advice in relation to good practice.
- iii. In such a case the minutes must record all of the following information:
 - a) a reference to this regulation;
 - b) the name of the student(s);
 - c) the regulation from which the Board of Examiners wishes to depart;

- d) the full circumstances in which the Board of Examiners considered it necessary to exercise the discretionary power under this regulation;
 - e) the reason why the Board of Examiners considered it necessary to exercise the discretionary power under this regulation including specific mention of the consequences of the exercise of discretion for the student and the consequences of not exercising such discretion.
- iv. The Chair of the Board of Examiners shall send a copy of the minute to the Academic Registrar.

8 DELEGATION

- i. The Board of Examiners shall delegate, by resolution, to a sub-committee its authority in relation to the progression and recommendation of awards to students following Second Attempt Assessment and Deferred First Attempt Assessments. The resolution must define the membership and quorum of such a sub-committee and prescribe the reporting arrangements to the Board of Examiners.
- ii. The Board of Examiners shall delegate, by resolution, to the Chair its authority in relation to the progression and recommendation of awards to students in order to correct decisions based on erroneous or incomplete information. Chairs must ensure the possibility of such action does not remove a student's right of appeal against decisions of a Board of Examiners. The resolution requires the Chair to document the decision, with the reasons for the decision and the extent of any consultation, and report the decision to the next meeting.
- iii. The Board of Examiners shall delegate, by resolution, to the Chair its authority in relation to the making of exit awards arising from students withdrawing from the University. The resolution requires the Chair to document the decision, with the reasons for the decision and the extent of any consultation, and report the decision to the next meeting.
- iv. The Board of Examiners shall delegate, by resolution, to the Chair its authority in relation to the recommendation of awards to students to be made posthumously. The resolution requires the Chair to document the decision, with the reasons for the decision and the extent of any consultation, and report the decision to the next meeting.
- v. The Board of Examiners cannot otherwise delegate its authority.

9 MINUTES

- i. The Chair of the Board of Examiners shall appoint a Minutes Secretary to draft the Minutes of all meetings of the Board of Examiners and of any sub-committee.
- ii. In the case of the exercise of any discretionary powers under these regulations, the minutes shall reflect the discussion at the meeting and record the reasons for the decision to exercise discretion or not to do so.
- iii. The Chair of the Board of Examiners shall ensure that approved draft minutes of meetings are issued to members within a reasonable time period.

Links to useful documents

[Unit Assessment Boards](#)

[Awards of the University of Portsmouth](#)

[Extenuating Circumstances](#)

[Boards of Examiners – Policy, Regulations and Procedures](#)

[Academic Year Dates](#)

[Academic Appeals](#)

[External Examiners](#)