The information contained in this document is based on the University Regulations for Taught Programmes [http://www2.le.ac.uk/offices/sas2/regulations/general-regulations-for-taught-programmes](http://www2.le.ac.uk/offices/sas2/regulations/general-regulations-for-taught-programmes). Some points have been clarified with regard to the MBChB programme.

Decisions on outcomes of summative assessments and progression on the programme are made by the Panel of Examiners and the Board of Examiners respectively. The document below outlines the working of these groups.

## BOARD OF EXAMINERS

A Board of Examiners shall be convened for the MBChB programme, to consider the performance of students which contributes to an award of the University.

A Board of Examiners shall also consider the progression of students from one stage of a programme to the next. This decision will include academic performance, professionalism and patient safety.

The function of a Board of Examiners is to:

- confirm the recommended examination outcomes received from one or more Panels of Examiners.
- consider the academic/professional/patient safety performance of individual students as it relates to progression or award decisions.
- agree progression, and awards.

A Board of Examiners shall consist of:

- Chair of the Board of Examiners. This will normally be the Head of Department. The Head of Department may nominate a member of staff of the department to act as Chair for a meeting of the Board of Examiners.
- two members of each Panel of Examiners contributing assessment outcomes to the Board, one of whom will normally be the Chair of the Panel of Examiners.
- such other members of the academic staff, including Unit leads or clinical Block leads, as are necessary to make informed progression decisions.
- external examiners for each of the assessments included in the remit of the Board.

The members of a Board of Examiners shall be agreed annually.
Attendance at a meeting of a Board of Examiners should consist of at least 75% of the membership.

Where an individual external examiner is unable to attend a meeting of the Board of Examiners, s/he shall normally be required to submit written comments on the outcomes of modules, and the performance of candidates so that these views may be taken into account during the meeting.

At least one external examiner, from a team of examiners, shall be present at a meeting of a Board of Examiners, where awards are being made to students. On occasions when the Board of Examiners is expecting to consider progression decisions only, external examiners are not required to attend.

A representative of the Academic Registrar, normally a senior member of the administrative staff of the University, shall attend each meeting of a Board of Examiners where awards to students are under consideration to ensure that the proceedings of the Board are carried out in accordance with the regulations. In this circumstance, the business of the Board may not be transacted in the absence of the Academic Registrar’s Representative.

### PANEL OF EXAMINERS

The function of a Panel of Examiners is to:

- consider patterns of student achievement for a cluster of cognate Units or Blocks of teaching and assessment, confirming the standards of achievement in the Units/Blocks, and that marking standards are sufficiently reliable to ensure that outcomes appropriately reflect student achievement against the written criteria.
- Consider those students who have neglected their Academic Obligations including those who have neglected their Professionalism Obligations
- recommend assessment outcomes to the Board of Examiners.
- agree the release of provisional assessment outcomes to students.
- consider patterns of student achievement for individual clinical rotations (i.e. junior rotation or senior rotation) via the Intermediate Professional Examination and the Final Professional Examination, confirming the standards of achievement in the rotation, and that marking standards are sufficiently reliable to ensure that outcomes appropriately reflect student achievement against the written criteria.
- recommend rotation and assessment outcomes to the Board of Examiners.
- agree the release of provisional rotation and assessment outcomes to students.

A Panel of Examiners shall consist of:

- Chair of the Panel of Examiners. This will normally be the Assessment Lead. The Head of Department may nominate a member of staff of the department to act as Chair for a meeting of the Panel of Examiners.
• Such other members of the academic staff, including Unit leads or clinical Block leads, as are necessary to make informed progression decisions;

CONDUCT OF BUSINESS

There shall be a standard formal agenda for meetings of Panels and Boards of Examiners. The business of Panels and Boards remains confidential to the membership.

Panels and Boards shall make decisions on the basis of evidence of student achievement.

Each Panel and each Board will be provided with a standard data set drawn from the SITS record. The data will include the outcomes of each unit of assessment being considered by the Panel; and the profile of each student for whom a progression or award decision is to be made by the Board.

Semester and component marks presented to a Panel or Board of Examiners will have been carefully considered by the markers who will have made informed academic judgments such that the overall outcomes fairly reflect the levels of attainment of the students. This should be done by carefully assessing the students’ work against written criteria.

Scaling, or norm referencing, of assessment outcomes may take place only in exceptional circumstances or where this has previously been agreed by a Programme Approval Panel for the purposes of professional accreditation. Scaling should not be used, for example to adjust for variations in student achievement across semesters or academic years. Any scaling shall be justified to the Panel of the Examiners and subsequently to the Board of Examiners.

Once component marks have been confirmed by a Panel of Examiners they may not be adjusted for individual students.

Boards of Examiners shall not adjust component marks to elevate candidates across a classification boundary.

All members of the Board are equal; no particular weight shall be given to the views of the external examiner(s). An external examiner has no veto in relation to decisions in relation to individual students. If a vote in any particular case is necessary, the Chair shall have the casting vote.

A Panel or a Board may defer a decision in relation to an individual student if insufficient information about the performance of the student is available.

All recommendations for an award shall be recorded by the Academic Registrar’s Representative; this shall constitute the definitive record against which results are entered into the SITS student record and notified to students, and shall be held by the Registry, according to the University’s retention schedule.

The Academic Registrar’s Representative shall ensure that the lists of recommended awards is signed by the Chair and those external examiners present at the meeting.
The department shall provide a secretary to the Board, who shall take notes which shall include an account of any discussion in relation to difficult cases.

The Chair of a Board may make decisions on behalf of the Board, where a decision in relation to an individual student has been deferred. This will include making recommendations for intermediate awards, where appropriate.

The Board may make recommendations for the award of prizes to students.

**MITIGATING CIRCUMSTANCES**

Panels and Boards of Examiners will accept the recommendations of Mitigating Circumstances Panels but will not be expected to receive evidence. Boards of Examiners will determine the outcome of an assessment for an individual student in the light of the Mitigating Circumstances Panel’s recommendation.

The examination marks and progress decisions released following the meeting of the Board of Examiners should clearly identify results where mitigation has been considered and applied.

**PROGRESSION DECISIONS**

A student’s progress will be reviewed at each progression point to determine whether s/he has met the requirements to progress to the next stage of the programme. In each case, where a student has failed to meet the requirements to progress it will be determined whether the Board of Examiners makes a recommendation that s/he be withdrawn from the programme. The Board of Examiners shall consider whether any intermediate award may be made based on the student’s academic achievement.