

ASSOCIATE COLLEGE PARTERSHIP GUIDANCE

on preparing for and conducting an Examination Committee

This guidance has been prepared to support Liaison Managers and those acting as Exam Committee Chairs for the ACP. It follows Oxford Brookes University Regulations and is intended as a practical guide and prompt to support your Exam Committee activities during an academic year.

At the start of the year:

- Course and Student Administration Team must be informed of all your exam committee dates. For some faculties your Programme Administrator may do this for you. This enables the CSA team to create awards lists.
- Course and Student Admin Team faculty contacts for 14/15 are:
Barney Webb- BUS
Sam Clarke- TDE
Rachel Olden- HSS
Aysha Rasheed HLS
- If exam committee dates are changed make sure the CSA team are updated.

In advance of the meeting:

- Create an agenda- see an example of the University template that should be used at the end of this paper.
- Make sure you have the unconfirmed minutes of the previous meeting from the College Administrator.
- Make sure you have your notes from the previous meeting.
- Check the unconfirmed minutes against your notes from the last meeting for accuracy. At the meeting this will enable you to confirm the minutes as an accurate record or create matters arising.

3 weeks before the meeting

- Contact the Programme Leader to ensure student work has undergone moderation according to the approved moderation policy and that the External Examiner has been involved as appropriate.
- Send the College Administrator the agenda and request circulation.
- Remind the College Administrator the meeting must be quorate and ask them to bring copies of the agenda and previous minutes to the meeting.
- Make sure the College has contacted the External Examiner to arrange for them to either attend the meeting or be available by phone (in exceptional circumstances or if awards are not being made).
- If the meeting is at the College they must book a room, circulate agenda, arrange for a minute taker.
- If you are due to attend an exam committee where awards will be made make sure you have the awards list. These get sent to the administration

teams in faculties approx one month prior to the exam committee and are not always forwarded to the Liaison Manager/Exam Committee Chair.

At the meeting, prior to addressing the agenda:

- The College Administrator should circulate agendas and minutes from the previous meeting.
- You should ensure that a copy of the most recent handbook and the operations manual is available.
- Bring with you a copy of the most up to date regulations relating to the programme under consideration.
- Make sure the College Administrator has passed onto you as appropriate, a list of students with approved mitigating circumstances.
- Make sure you have a copy of the mark-sheets you will be addressing.
- Check the meeting is quorate.
- Check the External Examiner is there or available by phone if appropriate.
- Delegate responsibility to a member of the committee (usually the College Administrator to hold a master copy of the mark-sheet- they will annotate on the mark-sheet any moderation to the marks during the meeting.
- Remind the committee that the committee is not a forum to discuss detailed issues about students or the programme.
- Remind the committee that you are referring to students by their Oxford Brookes student number only.

Addressing the agenda:

- Make sure the minutes are set out correctly and have the correct confirmation on them- they should be marked confidential.
- **Agenda item 3:** address matters arising from your cross checking of the unconfirmed minutes against your previous agenda notes.
- **Agenda item 4:** you will have already been alerted to any marks moderated or changed after appeal, if there are any.
- **Agenda item 5:** Confirm the list of students with approved mitigating circumstances, their number, the module affected and the duration of the approved mitigation.
- **Agenda item 6:** by referring to the mark-sheets, confirm the resit grades that will have emerged from the unconfirmed minutes of the previous meeting.
- **Agenda item 7:** refer to mark-sheets and confirm all appropriate module results. With long student lists it is better to confirm 'all students passed the module with the exception of student numbers XXXXX'. If any marks are moderated the minutes should document why a moderation was made. The moderated mark should be clear and unambiguous on the mark-sheet.
- **Agenda item 9.1:** A DF grade stands for Deferred Administrative and shows the exam committee has yet to finalise the grade for technical/ procedural reasons, including issues with placement providers. It should not be used in relation to mitigating circumstances. Confirm the final grade for any previous DF grades (they should not often be used).
- **Agenda item 9.2:** confirm any other grades to be awarded for first year students (stage 1). Refer to the Regulations A3-14 Grading Schemes.
- **Agenda item 9.3:** confirm any other grades to be awarded to continuing students (stage 2). Refer as above.
- **Agenda item 9.4:** confirm any other grades to be awarded to graduating students (this should include those awarded Certs HE or any other final exit awards). Refer as above.

- **Agenda item 10-13** can be addressed by the Programme Leader
- Make sure you confirm the date of the next meeting.

After the meeting:

- Sign all marksheets.
- If awards are being made ensure the awards lists are signed by the External Examiner before they leave.
- Make sure there are no copies of marksheets/ agendas/ notes etc left in the room.

Example of the University Exam Committee Agenda referred to:

<DOCUMENT REFERENCE>

<NAME OF COMMITTEE>

<FACULTY/DEPARTMENT/DIRECTORATE/SCHOOL NAME>

<CLASS> agenda for a meeting to be held on <date> at <time> in <location>

SECRETARY: <name>, <position>
<email>, <phone>

- 1. Apologies**
To receive apologies for absence
- 2. Minutes of the Undergraduate Subject Examination Committee/Postgraduate Examination Committee held on <date>**
To confirm the minutes as an accurate record <document reference>
- 3. Matters arising from the minutes**
To consider matters arising from the minutes of the last meeting not appearing as substantive agenda items
 - 3.1 Minute <no>
 - 3.2 Minute <no>
- 4. Marks and Awards changed since last SEC**
 - 4.1 Marks moderated via M3 and M3d forms (for UG) / PGM3 forms (for PG)
<name of person speaking to item>
 - 4.2 Marks and awards changed after appeal via M3a and M3m forms (for UG) / PGM3 forms (for PG)
<name of person speaking to item>
- 5. Consideration of Mitigating Circumstances**

6. **Consideration of resit results**
7. **Consideration of module results and consideration of summary reports on assessment from module leaders**
 - 7.1. Text <document reference>
 - 7.2. Text <document reference>
<name of person speaking to item>
8. **Comments from External Examiner**
Text
<name of person speaking to item>
9. **Consideration of Awards and Other Decisions**
<name of person speaking to item>
 - 8.1 Conversion of DF grades
 - 8.2 Stage 1 Students
 - 8.3 Continuing Students
 - 8.4 Graduating Students
10. **Subject Transfers**
To consider requests for transfer into the Subject
<name of person speaking to item>
11. **Approval of Admission with Credit**
12. **Exchange Students**
To approve credit awarded to Oxford Brookes students whilst on exchange
<name of person speaking to item>
13. **Nominations for Prizes**
14. **Date of next meeting**
To note that the next meeting is scheduled for <time> on <date> in <location>.

Circulation List:

Janice Howard
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