Minutes of Board of Examiners meetings – checklist

This checklist is intended as guidance only, as a supplement to Schools’ own templates / procedure documents. It is not exhaustive, and does not supersede any University policy or regulations.

General

- Include the name of the Board as recorded on the relevant Board of Examiners membership list.
- Indicate date, time and location of meeting.
- Avoid / explain abbreviations.
- Consider anonymity for students and staff – see Taught Assessment Regulations (TAR) 37 and 40.

Attendance and coverage

- List all Board members present.
- If an External Examiner is unable to attend a Board in person, indicate how they participated in the meeting (i.e. by phone, Skype).
- List anyone in attendance but not a member of the Board.
- Identify Convener, External Examiner(s), Regulations Expert and Secretary.
- Indicate if meeting is / is not quorate (see TAR 35). If not, state action taken.
- List courses / programmes (indicating year / level) to be considered at the meeting.

Assessment arrangements and policies

- Indicate the assessment arrangements (can refer to course / programme handbook)\(^1\).
- Indicate any relevant School policies on assessment, such as on treatment of borderlines or scaling (can refer to document where this policy is stated).
- Minute any reference to University Taught Assessment Regulations and specify relevant regulation.
- Confirm that all components of assessment have been entered in mark sheets. If any results are missing, record the action taken.
- Confirm that there were no assessment irregularities. If any irregularities reported – see ‘Student results,’ below.

Anonymity

- Students - indicate that the principle of anonymity was observed or give reasons why this was not observed. University guidance recommends that students are referred to by exam number.
- Staff – University guidance recommends that minutes should not attribute views to an identifiable member of the Board.

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\(^1\) If the minutes refer to any other documents (handbooks, Special Circumstances Committee minutes, School policies, etc.), these documents should be as accessible as the minutes, and stored for the same length of time.
Student results
- Take into account University guidance: “Where discussion of individual students is necessary, the minutes must record the examination number of the candidate and give a complete description of the discussion including arguments that were advanced and the final reasons for the decision reached.” (Boards of Examiners Guidance: Minuting 4.7.6)
- Record any relevant individual circumstances raised at the meeting (including any issues affecting the assessment process, such as disruption to an exam), record the discussion and outcome, including where the outcome is ‘no action’.
- Record the details of any modification of marks, grades or classifications, **including the reasons for these** (see TAR 56). This includes scaling course results.
- Special circumstances: indicate when special circumstances were presented to the Board and record any discussion and decision, including decisions of ‘no action’ (TAR 38).
- Borderline: record the discussion and outcome for all borderline students (TAR 39).

Confirmation of results
- Record when all results are confirmed by the internal and external members of the Board.
- Record any changes made after anonymity raised, and the reasons for these changes (TAR 56.1).

External Examiner comments
- Record the External Examiner comments for each Board.

Approval and archiving
- Minutes should be approved by the Convener of the Board. The approved version should be clearly identifiable, but a signature is not required.
- The School holds the golden copy of the minutes.
- Approved minutes should be copied to the College Office.

Other relevant University policy and guidance:
- Taught Assessment Regulations 2013/14
- Board of Examiner Guidance: Minuting