

PROVIDER NAME: CCT College Dublin
Policy Area: Standard 5: Student Centred Teaching, Learning and Assessment

Procedure Title:	Board of Examiners	Policy Number: CCTP515	Version: 1.1
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Policy
 A Board of Examiners meeting is normally established after each examination period or semester end to consider all assessment findings and determine assessment results for each of the learners presented.
 The responsibilities of the Board may include consideration of

- grades for assessment tasks
- grades for modules
- eligibility to progress from one stage in a programme to the next
- eligibility for awards, and
- award classification, where applicable.

In CCT College the Board of Examiners is accountable to, and a sub-committee of, Academic Council. Academic Council receives a report of each Board of Examiners, External Examiner Reports and Assessment Trend Analysis for each programme. Academic Council devolves responsibility to the Board of Examiners for the ratification of results and recommendation of awards to QQI, subject to the Board satisfying the CCT College policy for the proper convening and conduct of a Board of Examiners. The Board of Examiners is the only body with the authority to make summative assessment decisions i.e. those decisions that determine a student's entitlement to progress or to an award. The Board is authorised to permit Chair's Action outside the formal Board.

Staff Involved: Dean of Academic Affairs, Dean of School, School Manager, QA Officer, Faculty Co-ordinator, Lecturers

Method(s) used to carry out this procedure	Responsibility	Evidence generated by this procedure
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<p>Membership, Roles and Responsibilities A Board of Examiners is established for each programme that CCT College holds responsibility for the assessment of learners. The Faculty Coordinator takes responsibility for scheduling of Boards of Examiners in liaison with the QA Officer, Programme Leader, Dean of School, School Manager and External Examiners.</p> <p>The composition of a Board of Examiners is as follows:</p> <ul style="list-style-type: none"> • Dean of School, or nominee (Chair) • Secretary, (Faculty Coordinator) • Programme Leader • School Manager (this may also be the Programme Leader) • Programme examiners / assessors for all modules under consideration • External Examiners for each programme under consideration 	Faculty coordinator, QA Officer, School Manager	Appropriate and timely Board scheduling
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In the interests of impartiality, the Programme Leader of the programmes under consideration should not normally Chair the Board of Examiners, except where approval of the Dean of Academic Affairs has been granted.

Chair: The Chair is responsible for ensuring the convening, conduct and deliberations of the Board of Examiners are in accordance with CCT Policy and regulations and QQI Assessment and Standards. This includes directing the Board appropriately where misinterpretation, misunderstanding or incorrect application of regulations is apparent. It is essential, therefore, that the Chair has sufficient knowledge of programme regulations, CCT policy and regulations, and QQI Assessment and Standards. In addition, a Chair should normally have completed the CCT College Board of Examiners training for Chairs and Secretaries.

The Chair is responsible for:

- Confirming the Board is quorate in accordance with CCT policy
- Informing the Board of the decisions available to them
- Notifying the Board of the confidentiality of proceedings
- Advising of the requirement to declare interest and determining any appropriate action in such cases
- Ensuring the correct application of and adherence to regulations
- Determining the final decision in instances of non-consensus
- Ensuring any Chair's Actions undertaken post Board are within the parameters agreed by the Board

Secretary: the secretary to the Board is responsible for the following:

- ensuring all materials required by the Board are available for the start of the meeting. As a minimum this should include:
 - Minutes of the last meeting
 - Minutes of the internal exam board
 - A draft Broadsheet of results for each programme, stage and module being considered
 - The approved programme schedule for each programme being considered
 - Data trend analysis
 - taking minutes of the meeting. Minutes should record the outcome of all deliberations in relation to assessment results and Board decisions
 - ensuring all members of the Board undertake the formal signing of results
 - ensuring the collection from each Board member and secure disposal or retention of Board papers
 - Typing and circulating minutes of the meeting for approval
 - Uploading agreed results to the QQI QBS system and undertaking an accuracy prior to submission
 - Submitting the final broadsheet, minutes, and records of Chair's Actions completed to the QA Officer and deleting any local copies.

Dean of Academic Affairs

<p>External Examiners: The External Examiner is required to conduct his / her duties in accordance with CCT College External Examiner policy and the QQI Guidelines for Good Practice in External Examining. Attendance at each Board of Examiners for the programme(s) for which he / she is responsible is required. External Examiners are required to participate in all deliberations of the Board and confirm their agreement or dissent with Board decisions. Any dissenting opinion must be fully minuted and recorded in the External Examiner Report. As part of Board proceedings, the External Examiner is required to:</p> <ul style="list-style-type: none"> • Confirm that processes for assessment and examination have been conducted in accordance with CCT policies and procedures • Confirm that the eligibility for awards has been determined fairly and in accordance with QQI sectoral conventions and policy and the policies and regulations of CCT. • Comment on performance of learners <p>Examiners / Assessors: All examiners are required to ensure they are adequately prepared for a Board of Examiners, including having participated in the process of confirming the accuracy of marks for modules / assessments they have responsibility for. Examiners should participate in deliberations fully and ensure any dissenting opinion is recorded. They should also be in a position to respond to any comments or questions from the Chair or the External Examiner in respect of their marking. All examiners should have sufficient knowledge of the assessment strategy for their module and the regulations governing the modules and the programme of which it is a part.</p> <p>No learner of the College may participate in or observe a Board of Examiners meeting except where a faculty member is a learner on a CCT College programme that is not being considered. Where the programme upon which they are a learner is also being considered, they must remove themselves from that part of the meeting and only return when invited by the Chair.</p> <p>Quorum at Boards of Examiners To be deemed quorate, a Board of Examiners must include,</p> <ul style="list-style-type: none"> • a Chair, • a secretary, • the programme leader • and at least 50% of the lead examiners / assessors for the modules being considered. <p>Programme External Examiner attendance is required at Boards of Examiners considering progression and award for learners. If Programme External Examiner attendance cannot be secured, the approval of the Dean of Academic Affairs must be given for the Board to proceed. In such cases, the concurrence of the absent External Examiner(s) with the outcomes of the meeting of the Board of Examiners must be secured prior to the publication of marks.</p>	<p>Examiners</p>	<p>Complete and timely submission of marks to faculty coordinators</p>
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Chair's Actions must be as specific as possible detailing the Board's agreement to the Chair making a specific recommendation based upon particular circumstances e.g. where a pass mark is subsequently issued a recommendation for award or progression may be approved by the Chair.

Internal Exam Board and Preparation for Board of Examiners' Meetings

Within CCT College, to ensure full and proper preparation for a Board of Examiners, an Internal Exam Board takes place. This is normally held not less than 1 week prior to the Board of Examiners to allow sufficient time for any corrective action, administration formalising of the minutes prior to the Board of Examiners' Meeting.

The purpose of the Internal Exam Board is to ensure the accuracy of the data to be presented to the Board of Examiners and to make recommendations to the Board of Examiners as appropriate.

Membership and Quorum

The composition of a Board of Examiners is as follows:

- Dean of School (Chair)
- Secretary appointed from the Faculty
- Programme Leader
- Programme examiners / assessors for all modules under consideration
- External Examiners for each programme under consideration

To be deemed quorate, an Internal Exam Board must include,

- a Chair,
- a secretary,
- the programme leader and
- the lead examiners / assessors for the modules being considered

In exceptional circumstances where the Dean of School is not available, the Dean of Academic Affairs must approve the Chair.

Programme Examiners should attend all Internal Exam Boards considering marks for assessments for which they are responsible. If any Programme Examiner(s) cannot attend, an alternative representative must be identified. The representative must be in a position to discuss the module and the marks and propose / agree any changes.

External Examiners are not required but can attend an Internal Exam Board.

Attendance must be recorded, and a sign-in sheet retained with the records of the meeting.

Authority

QA and Regulations
Advisor

Faculty Coordinator
and Dean of School

Appropriate and timely scheduling of
internal Boards

Internal Board minutes

An Internal Exam Board has the authority to amend individual assessment or module marks where there is clear justification for this in respect of a specific assessment or module. This is normally in response to feedback from External Examiners, in the case of incomplete marks, to correct an error, or where computation of marks requires further consideration.

The Internal Exam Board **does not** have the authority to:

- change borderline **awards** (a module examiner **can** change a borderline module mark)
- determine pass by compensation
- fail and withdraw a learner
- progress a learner to a subsequent stage
- permit progression with failed credit
- determine an award classification

In each of the scenarios above, the Internal Board should consider the individual cases and make a recommendation to the Board of Examiners.

The Internal Exam Board cannot compel an examiner to change a mark. Responsibility for the marks awarded for an assessment / module remain with the examiner. A mark should not be changed without the agreement of the examiner concerned. In the case of the examiner being absent, arrangements should be in place to consult the examiner and take Chair's Action. Where agreement is not reached, the matter should be minuted and may be drawn to the attention of the Board of Examiners for further deliberation.

Minutes are recorded at the meeting and are presented to the Board of Examiners. The results of the meeting ensure complete and accurate information for presentation to the Examination Board.

Following the Internal Exam Board, the secretary should amend the draft Broadsheet of Results to reflect any agreed changes and should prepare this, along with the minutes of the meeting for the Board of Examiners' Meeting.

In preparing for the Board of Examiners' meeting, the secretary should highlight, for ease of reference and consideration, those learners who are to be reviewed under special consideration as per the agenda.

Action Post Board of Examiners

On completion of the Board of Examiners, the Faculty Coordinator is required to produce the minutes of the meeting and circulate them to the Chair for preliminary review and agreement. They are subsequently approved in full by wider circulation to all members of the Board. The minutes are submitted to the QA Officer along with a scanned copy of the final signed broadsheet of results. The QA Officer will file them centrally where they are retained securely in accordance with CCT College records retention policy. A copy of the minutes is presented at the next meeting of the Board of Examiners.

Examiners	
Secretary / Faculty Coordinator	Minutes

The Faculty Coordinator will make all approved amendments to the Broadsheet of Results and arrange for uploading to QBS and / or submission to the QA Officer, along with release of results to learners. Access to results uploading is limited to Faculty Coordinators and the QA Officer except where the Dean of Academic Affairs authorises otherwise. The QBS secure access fob is retained by the QA Officer and only issued on request. It is returned each day to the QA Officer.

Where marks are uploaded to the QQI QBS database, the Faculty Coordinator is required to organise and undertake an accuracy check in conjunction with the QA Officer. The accuracy check must be undertaken by staff with no responsibility for the assessment of the learners whose marks are being submitted.

Results are communicated to learners electronically, not more than 5 working days post Board of Examiners, and clearly advises the learner of the decision of the Board of Examiners. Learner are invited to contact the Programme Leader, School Manager, individual lecture, and the Faculty Coordinator if they wish to discuss anything in relation to their results. Where a learner results have been withheld they will be notified of this and of the reason for this.

Where a learner wishes to secure additional feedback or appeal against a decision of the Board of Examiners, they are required to adhere to the relevant policy for same.

Following the Board of Examiners series for the School, a summary Exam Board report is prepared for Academic Council regarding the Board of Examiners. The School Manager is required to provide the QA Officer with the relevant information to enable a College-wide report to be produced. The report must provide a statistical analysis of learner performance including:

- progression statistics for each programme
- Learner achievement for each programme, i.e. award classifications
- Comparative analysis of year on year attainment and progression per programme

The report also includes a brief summary of the observations of External Examiners and a reflective commentary on teaching, learning and assessment matters raised by the Board of Examiners (or Internal Board) from the consideration of results or assessment monitoring. The report should also detail the number of Chair's Actions, per programme and per stage, confirming the reason for these.

Secretary / QA Officer
Chair

Faculty Coordinator,
QA Officer

QA Officer

Faculty Coordinator

School Manager
QA Officer

Accurate and timely results uploads

Communication of results

Board of Examiners Report

Chairs Actions

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Dean of Academic Affairs / QA Officer Academic Council	Annually	Minutes of Board of Examiner Meetings External Examiner reports Board of Examiner Report Chairs Actions summary – number of actions and reason for same

POLICY CONTROL SHEET

Policy Title	Board of Examiners Policy
Responsible Officer(s)	Dean of Academic Affairs, QA Officer, School Manager, Faculty Coordinators
Issuance Date	August 2018
Effective Date	September 2018
Last Review Date	July 2019
Supersedes	New policy
Next Review Date	August 2024
Designated Reviewer(s)	Dean of Academic Affairs, QA Officer
Scope	Examiners (internal and external), Dean of Academic Affairs, Dean of School, School Manager, QA Officer, Faculty Coordinators

Revision History

Revision	Approval Date	Revision Description	Originator	Approved By
New Policy	April 2018	New policy to reflect the requirements of providers as per QQI Assessment and Standards 2013, and to detail the internal management of the process to inform all staff concerned.	QA Committee	Academic Council
Version 1.0	May 2018	Renumbered, was CCTP519, now CCTP515	QA Committee	Academic Council
Version 1.1	September 2019	Revised to reflect organisational structure change and remove academic advisor role.	SMT	Academic Council

References upon which the Policy section is based

CCT Policy area	Student Centred Teaching, Learning and Assessment
Statutory & System Wide Basis	The Irish Qualifications and Quality Act (Education and Training), 2012; European Standards and Guidelines for QA in the European Higher Education Area, QQI Assessment and Standards, Revised 2013
Related CCT Policies / Forms	Policy – CCTP506 – Exam Procedures Policy – CCTP509 – Internal Moderation of Assessment Policy – CCTP510 – External Examiner Policy Policy – CCTP511 – Academic Misconduct Policy – CCTP512 – Recheck Review Appeal