

PROVIDER NAME: CCT College Dublin			
Policy Area: Standard 5: Student Centred Teaching, Learning and Assessment			
Procedure Title:	Board of Examiners	Policy Number: CCTP515	Version: 1.0
<p>Policy</p> <p>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 ratification by Academic Council, for each of the learners presented.</p> <p>The responsibilities of the Board may include consideration of</p> <ul style="list-style-type: none"> • 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. <p>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 is responsible for the ratification of results and recommendation of awards to QQI, as recommended by the Board of Examiners. The Board of Examiners and The Appeals Board are 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 of Examiners is also authorised to permit Chair's Action outside the formal Board.</p>			
Staff Involved: Dean of Academic Affairs, Dean of School, Head of Faculty, QA Officer, Faculty Co-ordinator, Lecturers			

- 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
 - Recommendations 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.

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:

- 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

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.

QA and Regulations Advisor: The role of the QA and Regulations Advisor is to provide clarification to the Chair, upon request, on any regulatory requirements relevant to the deliberations of the Board. The advisor does not participate in deliberations relating to individual assessment decisions but moreover, ensures the regulations governing such a decision are being applied as intended and applied fairly, transparently and consistently.

The advisor is normally the CCT College QA Officer or nominee as appointed by the Dean of Academic Affairs.

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 he / she is a learner of is also being considered, he /she must remove themselves from that part of the meeting and only return when invited by the Chair.

Quorum at Boards of Examiners

To be deemed quorate, a Board of Examiners must include,

- a Chair,
- a secretary,
- the programme leader or nominee
- at least one external examiner for each programme,
- and at least 50% of the lead examiners / assessors for the modules being considered.

Examiners

Complete and timely submission of marks to faculty coordinators

Programme External Examiners should attend all Boards of Examiners considering progression and award for learners. If any Programme External Examiner (s) cannot attend, 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.

If the External Examiner cannot attend, efforts should be made to facilitate skype, video or tele-conference attendance or to allow attendance at the Internal Exam Board in order to concur with the recommendations from that. Alternatively, the External Examiner may identify a representative, independent of the College to attend the Board on his/her behalf.

As per *QQI Assessment and Standards*, an inquorate board of examiners' meeting does not have the authority to make (legitimate) assessment decisions. An inquorate Board has no authority and should not proceed.

Decision Making

A Board of Examiners considers the marks achieved by individual learners registered for one or more specific programmes of study with a view to determining eligibility for progression or award.

In making its decision on a learner's progress or award, a Board of Examiners shall take into account the recommendations of the Internal Exam Board, CCT policy, programme regulations, and QQI Assessment and Standards. A Board of Examiners can accept or reject the recommendations of an Internal Exam Board in respect of recommendations for progression or award.

Notwithstanding instances of clerical / administrative error or borderlines, a Board of Examiners should not normally change any of the module marks awarded to a learner by the Internal Exam Board, except where personal mitigating circumstances have become known and in which case the examiner responsible must be involved in deliberation on the mark. Any dissent must be recorded.

In the event of the Board of Examiners being unable to reach a consensus regarding an individual's mark, progression or award, the Chair of the Board, with the consent of the External Examiner(s) present, should determine the final result. Once confirmed, the secretary should formally read the decision of the Board and ask for any dissent to be communicated at that point. Non-disclosure of dissent at this stage will be deemed agreement. Any dissent must be recorded in the minutes and brought to the attention of the Dean of Academic Affairs and, subsequently the Academic Council. Where dissent is that of the External Examiner, this should also be included in

Chair

Board members

Chair

<p>the External Examiner's Report and communicated to QQI by the Dean of Academic Affairs or nominee.</p> <p>Where dissent, anomalies, or errors are frequent in occurrence this should be formally recorded and drawn to the attention of the Academic Council as part of the Board of Examiners Report for corrective action.</p> <p>Where full information is not available to the Board to enable a decision, but the information is due imminently, the Board may agree on actions that Chair may take post Board and the recommendations available to the Chair within specified parameters. These will be referred to as Chair's Actions.</p> <p>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.</p> <p>Ratification of Results Within 2 working days of the sign-off of Chair's Action or the Board of Examiners meeting, except where issues are identified, a Standing Committee of the Academic Council, comprising of the Chair and not less than two additional members of the Council, excluding the Chair of the Board of Examiners, will consider the Chair's sign-off or Board of Examiners' results and recommendations with a view to ratifying them. In the case of issues arising during Chair's Action, at the Board of Examiners meeting or identified by the Standing Committee, the Dean of Academic Affairs will convene a full meeting of the Academic Council. This will be held within 3 working days. Where a full meeting of Academic Council is already scheduled within 3 working days of Chair's Actions sign-off or a Board of Examiners, a Standing Committee is not required and the Chair's Actions sign-off and Board of Examiners' results and recommendations will be considered by the Council at the scheduled meeting. Recommendations ratified by a Standing Committee will be formally recorded at the subsequent meeting of the Academic Council. Meetings for the purpose of considering Board of Examiners' recommendations may be held virtually.</p> <p>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</p>	<p>External Examiner</p> <p>QA and Regulations Advisor</p> <p>Academic Council</p> <p>Faculty Coordinator and Head of Faculty</p>	<p>Timely ratification of results</p> <p>Appropriate and timely scheduling of internal Boards</p>
--	---	---

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:

- Chair
- Secretary appointed from the Faculty
- Programme Leader
- Head of Faculty (this may also be the Programme Leader)
- Programme examiners / assessors for all modules under consideration
- External Examiners for each programme under consideration
- A quality assurance and academic regulations advisor, as appointed by the Dean of Academic Affairs.

The Dean of School is also entitled to attend and fully participate in Board of Examiner meetings.

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

- a Chair,
- a secretary,
- the programme leader (or nominee)
- the lead examiners / assessors for the modules being considered, and
- the QA and regulations advisor,

The Chair should not normally be the programme leader of any of the programmes upon which the learners being considered are registered. In exceptional circumstances where this may not be possible, 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.

Internal Board minutes

Authority

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. It should not be done for the sole purpose of raising a percentage point average to move a learner from an award borderline.

The Internal Exam Board does not have the authority to:

- change borderline awards
- 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 recorded and drawn to the attention of the Board of Examiners for further deliberation.

Recommendations from the internal board are recorded at the meeting and are presented to the Board of Examiners. The recommendations 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.

Examiners

Secretary / Faculty
Coordinator

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, Heads of Faculty, Faculty Coordinators
Issuance Date	August 2018
Effective Date	August 2018
Last Review Date	N/A
Supersedes	New policy
Next Review Date	August 2019
Designated Reviewer(s)	Dean of Academic Affairs, QA Officer
Scope	Examiners (internal and external), Dean of Academic Affairs, Dean of School, Heads of Faculty, 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

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 /	Policy – CCTP506 – Exam Procedures

Forms

Policy – CCTP509 – Internal Moderation of Assessment
Policy – CCTP510 – External Examiner Policy
Policy – CCTP511 – Academic Misconduct
Policy – CCTP512 – Recheck Review Appeal