6.3 Summary of Boards of Examiners Process

**Purpose:** To consider individual student extenuating circumstances.

**What Happens:** Students submit evidence of extenuating circumstances to the Chief Examiner which are considered as outlined in Error! Reference source not found. & Error! Reference source not found..

**Purpose:** To agree and confirm students’ module outcomes.

**What Happens:** Students’ module marks/grades are considered as outlined in Error! Reference source not found..

**Output:** Marks confirmed.

**Purpose:** Entry of confirmed marks into the University database.

**What Happens:** Confirmed marks are uploaded to the central database and the Chief Examiner confirms they are correct by submitting them. See Error! Reference source not found. & Error! Reference source not found..

**Output:** Marks uploaded to SITS. The marks will then feed into the progression process and/or the awards algorithm and therefore the awards

**Purpose:** To agree and confirm student awards

**What Happens:** The awards algorithm is applied to a student’s marks and the degree awards are then discussed and/or approved by the awards board. Decisions are final. See Error! Reference source not found.

**Output:** Award recommendations are submitted to Academic Registry and

**Purpose:** To review and consider the faculty’s boards of examiners process and outputs to ensure fairness and consistency.

**What Happens:** The faculty board reviews decisions of the module and awards boards See Error! Reference source not found..

**Output:** Reports to University Faculty Chief Examiners Committee (UFCEC) and to the faculty to provide overviews of the faculty’s boards of examiners

**Purpose:** Scrutiny of the outcomes and outputs of the boards of examiners to ensure comparability of awards across the institution.

**What Happens:** UFCEC reviews the process, decisions and reports of the faculty boards.

**Output:** Recommendations to the University Academic Quality Standards Committee regarding the development of relevant policy and practice.