

# Module Boards/ Progression & Award Boards

This factsheet is a staff summary of exam board processes. See also [Academic Regulations](#) Sections 4, 6 and 14 and the companion factsheets on [Progression and Award](#) and the [Honours Degree Classification Upgrade](#).

Postgraduate taught student outcomes would normally be considered at a joint Module Board and Progression and Award Board, at Subject Group level and chaired by the Head of Subject.

## Types of Exam Boards

Type of Board	Key Activities	Membership
Module Board <i>See Academic Regulations 6.3</i>	<ul style="list-style-type: none"><li>• Normally established at Subject Group level</li><li>• Report to Progression and Award Board</li><li>• Confirm module marks</li><li>• No authority to consider progression (at any level)</li></ul>	<ul style="list-style-type: none"><li>• Chair (normally Head of Subject)*</li><li>• Module Leader(s) or nominees</li><li>• Course Director(s)</li><li>• External examiner(s)</li><li>• Partner staff, as appropriate</li><li>• Secretary (in attendance)</li></ul>
Progression and Award Board <i>See Academic Regulation 6.3</i>	<ul style="list-style-type: none"><li>• Normally established at School level</li><li>• Confirm student progression, eligibility for award and classification</li></ul>	<ul style="list-style-type: none"><li>• Chair (normally Dean of School)*</li><li>• Chair of associated Module Boards (normally Heads of Subject)</li><li>• Course Director(s)</li><li>• At least one external examiner</li><li>• Secretary (in attendance)</li></ul>

*\*No board can be chaired by a member of the teaching team for the courses or modules being considered.*

## Types of Reports

Three different reports are available to support the exam board activities. These are:

1. **Module Marks for Module Boards:** this report presents module marks for ratification by a Module Board.
2. **Student Profiles for Exam Boards:** this report produces a profile for each student, which is used to determine progression and award eligibility by a Progression and Award Board.
3. **Honours Degree Classification Outcomes:** this report is used to present honours degree classification profiles to Progression and Award Boards (after award eligibility has been confirmed by the above report).

## Mitigation and Academic Integrity

Exam boards will receive and formally ratify decisions of the Mitigation Panels and Academic Misconduct Boards (see Sections 8 and 10 of the Academic Regulations). Such information will help to provide the board with sufficient information to make an informed decision with respect to each student's progression or award. The exam board secretary will ensure that the relevant information is available at the meeting.

# Module Boards/ Progression & Award Boards

## Exam Board Decisions

Exam boards can make a range of decisions about the progression or awarding of a student (see Section 6.3.15 of the Academic Regulations). Below is a selection of the key decisions available to an exam board:

Decision	Meaning
Pass Award (PA)	Student has successfully completed the award for which they are registered.
Pass Proceed (PP)	Student is eligible to proceed to the next level of study.
Components Pending (CP)	Student has failed to meet the progression criteria/achieve the award and will be offered the opportunity for re-assessment.
Level Incomplete (LI)	Student is not ready to be presented for progression or award (e.g. part way through a level).
Failed – Repeat Full Level (FL)	Student has failed the level and will be offered the opportunity to repeat the <b>full</b> level (see Progression and Award factsheet).
Failed – Repeat Part Level (FR)	Student has failed the level and will be offered the opportunity to repeat <b>part</b> of level (see Progression and Award factsheet).
Failed - Withdraw (FW)	Student has failed the level and is not eligible for the final award (student may be eligible for a contained award).

## Contacts and Further Information

[Academic Regulations](#)

[Guidance and templates for staff \(internal staff page\)](#)

[Exam Board Decisions Factsheet](#) (list of all decisions available and applicable scenarios)

[Progression and Award Factsheet for Staff](#) (available under Section 4 of the Academic Regulations)

[Honours Degree Upgrade Rule Factsheet](#) (available under Section 4 of the Academic Regulations)

**Students** with queries should contact their Course Director or Student Administrator

**Staff** with queries should contact [Quality Assurance Services](#)

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## Appendix A – Roles within the Meeting

The below table summarises the key responsibilities for each member of an exam board (this is not an exhaustive list).

<b>Role of the Chair</b>
All Chairs are enrolled on a module titled 'Chairing Examination Boards' on an annual basis. The module includes information on the role and responsibilities of Chairs. For further information or guidance please contact <a href="#">Quality Assurance Services</a> .
<b>Role of the Secretary</b>
<p>The Secretary's role is crucial to the smooth running of the board meeting.</p> <p><i>Prior to the meeting:</i></p> <ul style="list-style-type: none"><li>• Prepares the agenda, attendance list and relevant exam board reports</li><li>• Takes part in a pre-board meeting with the Chair and/or the Course Director (to identify and resolve any issues before the meeting where possible)</li><li>• Ensures all relevant information is available to the board (including copies of minutes of the previous meeting, copies of the regulations, marks spreadsheets, outcomes of Mitigation Panels and Academic Misconduct Boards, invigilators reports and any written reports from internal or external examiners who are unable to attend the meeting).</li></ul> <p><i>During the meeting:</i></p> <ul style="list-style-type: none"><li>• Ensures that all of those present at the meeting have signed the attendance sheet</li><li>• Takes minutes of the proceedings and the decisions made by the meeting (including the recording of any discussion concerning individual student results/outcomes, eligibility for contained awards, dates and arrangements of re-assessment and Chair's Actions)</li><li>• Formally reads the results back at the meeting to check they have been recorded accurately</li><li>• Ensures that the Chair and all external examiners sign the spreadsheets and mark sheets to confirm they accurately reflect the decisions made at the meeting.</li></ul> <p><i>After the meeting:</i></p> <ul style="list-style-type: none"><li>• Disposes of all documentation confidentially</li><li>• Enters the outcomes of the meeting into Banner</li><li>• Produces results lists for the Chair or Course Director to sign prior to the release of results to students</li><li>• Releases the results to students via Results Online.</li></ul>
<b>Role of the Course Director</b>
<p>The responsibilities of a Course Director, in consultation with the Dean of School or their nominee, are to ensure the appropriate admission and induction of students, provision of appropriate teaching resources, provision of appropriate academic support and the monitoring of individual and cohort progress.</p> <p><b>They are responsible for the provision of accurate and timely information to board.</b></p> <p>They are responsible for effective course monitoring and annual review, for the continuing quality enhancement of the course(s) and for the support of any internal or external review of the provision. The Course Director may be supported by additional Course Directors/tutors.</p>

# Module Boards/ Progression & Award Boards

## Role of the Module Leader

Module leaders will be expected to:

- Ensure all module assessment is carried out appropriately and that effective internal moderation has taken place
- Ensure all internally moderated marks are provided to the Course Director (or delegated person) in time for the marks to be input into the corporate system
- Produce these marks in an acceptable format, i.e. clearly and in percentages, indicating weightings, where appropriate
- Check the accuracy of their module marks on the spreadsheet
- Bring to the attention of the board any matters affecting assessment for that module
- Bring to the attention of the board any errors in the spreadsheet at any time during the board
- Partake in the decisions of the board
- Work with the Course Director to ensure that arrangements are in place for the tutoring or counselling of students who are deferred or are eligible for re-assessment in their module
- Module Leaders may be staff located at a Partner.

## Role of the External Examiner(s)

The primary role is to confirm that the awards made to students are comparable in standard with awards in UK higher education more generally by considering the course with reference to the following:

1. Relevant national subject benchmark statements
2. The QAA Framework for Higher Education Qualifications of UK Degree-Awarding Bodies
3. Course documentation
4. Any appropriate professional/statutory body requirements
5. Comparability of performance relative to students across the sector with which they are familiar.

A second important role is to ensure fairness and equity to students. The third role is to assist the University and the course team to maintain and enhance the quality of its courses.

No recommendation for the conferment of an award above the level of Certificate of Higher Education can be made without the written consent of the external. In practice, as this relates to boards, this means they are required to:

### *Prior to the meeting:*

- Be provided with the proposed assessment for the module(s) (for comment and approval)
- Be provided with samples of marked student work (for moderation purposes after the internal moderation process has been completed).

### *During the meeting:*

- Attend the meetings of the relevant board
- Confirm their agreement to the decisions made by the board by signing the mark sheets
- Provide an impartial view of student results.

### *After the meeting*

- Submit a written report to the University focused on the standards of the award, how equity was applied to all students and making any suggestions for enhancements to the course
- (Possibly, where required) Be consulted following an appeal hearing where the decision of the board is to be changed and an award made to the student or a higher classification is to be awarded.