Items to be included in the Minutes of Final Boards of Examiners’ Meetings

1.1. Boards of Examiners should ensure that any decisions they make are transparent and recorded accurately in the minutes of the Boards of Examiners’ Meetings. Boards of Examiners are asked to remind their external examiners to submit reports within one month of the final meeting.

1.2. The Minutes of Boards of Examiners’ meetings should:

1.2.1. Clearly state which programme(s) (and where appropriate, the programme years) were considered at the meeting.

1.2.2. List all attendees present at the meeting. This should include departmental staff, external examiners and any members of Registry who attended.

1.2.3. Formally record that examination results have been confirmed.

1.2.4. Provide brief details of the discussion of borderline cases and reasons why candidates at class borderlines were promoted or not promoted.

1.2.5. Include a summary of action taken by the Board during the academic year under the College’s Cheating Offences Policy and Procedures. If there have been no minor cheating offences this should also be recorded.

1.2.6. Detail the recommendations on extenuating circumstances received by the Board and the justifications for any action taken in consideration of these. If there have been no instances of extenuating circumstances this should also be recorded.

1.2.7. List (where relevant) decisions made regarding the award of prizes.

1.2.8. Include a brief summary report of what action (if any) was taken as a result of the written external examiners’ reports from the previous year.

1.2.9. Note any general preliminary comments made by the external examiners on the outcome of assessments for the current academic session and their reflections on the examination process and standards achieved.

1.2.10. Formally record the endorsement of student marks by external examiners.

Approved by QAAC
March 2012