

ROLES AND RESPONSIBILITIES

CHAIR OF THE BOARD OF EXAMINERS

This document outlines the typical duties expected of the post-holder. The descriptions of the post cannot be exhaustive and the post-holder may be required to undertake other duties, normally these will be broadly in line with the listed key responsibilities. Roles and responsibilities may also be subject to change.

Summary of post:

The Chair of the Board of Examiners is a member of academic staff of the College and is appointed annually by the relevant quality committee; Faculty Education Committee. The appointment will be for a period of twelve months or such time as is necessary to complete all work.

The Chair of the Board of Examiners is responsible for all communications from the Board of Examiners or Joint Board of Examiners. The Board Chair is responsible for ensuring that the *Conduct of Boards of Examiners' meetings* follow College guidelines which can be downloaded at the following link:

<http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/>

Duties and Key Responsibilities:

As well as those duties that must be carried out by all members of Boards of Examiners, the Chair of the Board of Examiners is also responsible for:

- Appointing College Examiners, Assistant Examiners and Assessors and providing their names on request to the Registry or relevant quality committee.
- Chairing Board of Examiners meetings and therefore approving the Minutes of the Board of Examiners, ensuring that the reasons why marks for borderline candidates were agreed and any decisions made regarding minor examinations offences and mitigating circumstances are clearly documented.
- Determining the distribution of duties between External Examiners and ensuring that all External Examiners are invited to attend the relevant Board of Examiners.
- Where necessary, recommending to the Provost (after consultation with the appropriate Faculty Education Committee) that the appointment of an External Examiner be terminated.
- Members of the Board of Examiners are required to declare to the Chair of the Board of Examiners any personal interest in a candidate being assessed so that the Chair can take appropriate action.

- Familiarity with the following key documents:
 - [The QAA Quality Code for Higher Education](#)
 - [Frameworks for Higher Education Qualifications of UK Degree Awarding Bodies \[FHEQ\]](#)
 - [Relevant Subject Benchmark Statements](#)
 - [European Credit Transfer and Accumulation System \(ECTS\) – Bologna Declaration, ECTS User’s Guide and Dublin Descriptors.](#)
 - The College’s [academic and examination regulations](#) and [examination and assessment procedures](#), in particular:
 - Mitigating Circumstances procedure
 - Protocol for Marking and Moderation
 - Conduct of Oral Assessments, including viva voce examinations, for undergraduate and Master’s level programmes
 - Programme specific information: Programme Specification, syllabus, marking scheme/scheme for the award of honours, past examination questions and model answers.

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