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**<progression/AWARD/resit***>* **ASSESSMENT BOARD No. <xx>**

**<PROGRAMME(S) TO BE CONSIDERED>**

**MEETING TO BE HELD ON** **<DAY> THE <DATE>**

**AT** **<TIME> IN <LOCATION>**

**Agenda**

<Items using this style should be replaced>

*Items that are in Italic are there for reference purposes and should be removed.*

***Template V2 for use from May 2015***

There is a requirement that the University state what information it will routinely publish and at City University London we have introduced the terms “open” and “closed” to say whether or not something will be included in this routine publication. Agendas and minutes of Assessment Board meetings will remain “***closed***”, but the data is not exempt from the Act should someone ask for information. Confirmation of procedures if a request is made should be sought from the Head of Information Compliance and Policy.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Part One – Preliminary Items*** | | | | | | | ***Speaker*** |
| **1.** | **Membership, Welcome and Apologies**  To **confirm** membership for the meeting as approved by the Board of Studies, welcome new members and provide apologies. To note which members may vote if applicable. | | | | | | Chair |
| Voting members: | | | Name: | Module: | Present/Apologies | |  |
| Chair | | |  |  |  | |  |
| Internal Examiner(s) | | |  |  |  | |  |
| 1. Internal Examiner | | |  |  |  | |  |
| 1. Internal Examiner | | |  |  |  | |  |
| 1. *<Add extra lines or delete>* | | |  |  |  | |  |
| External Examiner | | |  |  |  | |  |
| 1. External Examiner | | |  |  |  | |  |
| 1. *<Add extra lines or delete>* | | |  |  |  | |  |
|  | | |  |  |  | |  |
| Non-voting members: | | |  |  |  | |  |
| Secretary | | |  |  |  | |  |
| Programme Staff | | |  |  |  | |  |
| *<Add extra lines or delete>* | | |  |  |  | |  |
|  | | |  |  |  | |  |
|  | | | | | | ***Paper*** | ***Speaker*** |
|  | | **Quorum**  *To confirm the meeting is quorate (see S2(g) of the Assessment Regulations).* | | | |  |  |
|  | | **Conflict of Interest**  Members of the Assessment Board are required to declare any conflict of interest. | | | |  |  |
|  | | **Minutes**  To **approve** the minutes of the meeting held on <date>. *(This will include minutes from any Resit Assessment Boards or Interim Assessment Panels been held since the last Assessment Board.)* | | | | A | Chair |
|  | | **Matters Arising**  To **note** any matters arising not appearing elsewhere on the agenda. | | | |  | Chair |
|  | | **Chair’s Action**  To **note** report of Chair’s Action taken since the previous meeting. | | | | B | Chair |
|  | | **Equal Opportunities**  To **note** that the University operates Equal Opportunities and Race Equality policies and that details of individual students should not be discussed at the meeting (Clause 30 of University’s Charter):  "*City University is committed to equal opportunities in all its activities. It is intended that all students should receive equal treatment irrespective of political belief, gender, sexual orientation, age, disability, marital status, race, nationality, ethnic origin, religion or social background*” | | | |  | Chair |
|  | | **Assessment Regulations for the Programme(s)**  To **note** the Regulations for the programme(s) to be considered as contained in the attached summary. | | | | C | Chair |
|  | | **Student Debtors**  To **note** which students have outstanding tuition fees as their marks will not be released to students but will be considered.  *The University will not prevent students from progressing in their studies or graduating as a result of non-payment of fees that do not relate to tuition fee charges or graduating but reserves the right to pursue any student debt through legal agents as appropriate.* | | | | D | Chair |
| ***Part Two – Items for discussion*** | | | | | | ***Paper*** | ***Speaker*** |
|  | | <delete item if not appropriate> **Reports**   1. To **receive** and **consider** preliminary comments from the ExternalExaminer(s) 2. To **receive** and **consider** Moderators’ comments/reports for the Programme(s) 3. To **receive** and **consider** Irregularity comments/reports for the Programme | | | | E  F  G | Chair |
|  | | **Students’ Results**   1. To **agree** the marks obtained by each student at component and module level. 2. To **agree** the application of compensation. 3. To **receive** and **consider** the recommendations reported from the Extenuating Circumstance Panel. 4. To **receive** and **consider** the recommendations reported from the Academic Misconduct Panel. 5. To make **recommendations** to Senate on students’ academic performance and progress, in accordance with University Assessment Regulations. 6. To make **recommendations** to Senate on students’ academic performance, award and classification of undergraduate and postgraduate Degrees, Diplomas and Certificates in accordance with University Assessment Regulations. 7. To **consider** statistical analysis of the distributions of marks both within and between modules, including their centre and their spread. | | | | H  I  J  K  L  M  N | Chair |
|  | | **Resits**  To **agree** the dates for the submission of resits by students and to **confirm** arrangements for resit examinations. | | | |  | Chair |
|  | | **Appeals Panels**  To confirm arrangements for Appeals panels. | | | |  | Chair |
|  | | **Student Prizes (if applicable)**   1. To **agree** the recipients of departmental prizes/awards 2. To make **recommendations** on candidates for University awards 3. To make **recommendations** on candidates for national awards | | | |  | Chair |
| ***Part Three – Comments from External Examiners*** | | | | | | ***Paper*** | ***Speaker*** |
|  | | **External Examiner(s) Comments**  To **invite the comments** of the External Examiner(s) for the programme(s) and to remind the External Examiner(s) that they should submit their annual report within two weeks of the Progression/Award Board. | | | |  | External Examiner |
| ***Part Four – Risk Management*** | | | | | | ***Paper*** | ***Speaker*** |
|  | | **Risk Management**  To **note** any significant risks or issues to be reported by the Chair to the Chair of the Board of Studies, Deputy Vice-Chancellor or Director of Student & Academic Services.  *This section is to record any significant risks or issues to be reported to Senate* | | | |  | Chair |
| ***Part Five – For Information*** | | | | | | ***Paper*** | ***Speaker*** |
|  | | **Release of Marks**  To **note** that results must not be released to students until the Pass List has been approved. | | | |  | Chair |
|  | | **Authorisation of Spreadsheets**  *Each Board Report should be dated and signed by the Chair, External Examiner(s) present and the Secretary to the Board (as a minimum requirement).* | | | |  | Chair |
|  | | **Any Other Business**  To consider any other business | | | |  | Chair |
|  | | **Date of Next Meeting**  To note that the next meeting will be held on <date> at <time> in <location> and will be a <progression/ award/resit> meeting. | | | |  | Chair |

Secretary: <name>

Email: <email address>

Telephone: <telephone number>

Date: <date prepared>