



# Appointment of Assessment Board Chairs Policy



**Scope:** All undergraduate and taught programmes leading to an award or credit of City, University of London.

This Policy will apply to partnership provision unless specific alternative arrangements have been agreed between City and the partner institution and included in the Memorandum of Agreement for the partnership and student handbooks.

**Senate Regulations:**

[Senate Regulation 19: Assessment Regulations](#)

**Summary:**

To specify the role of an Assessment Board Chair and to outline the appointment criteria and process of approval.

**Date approved/re-approved:**

March 2015

March 2023

**Date for review:**

To be reviewed by the end of 2025/26 academic year, with allowance for minor updates, as required.

## Equality and Diversity Statement

City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.

# Appointment of Assessment Board Chairs Policy

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## Context and Purpose

1. Assessment Boards are sub-committees of Senate with delegated authority to confer Awards and approve degree classifications. The primary purpose of an Assessment Board is to ensure the standards of City's academic Awards and consistency and fairness in the application of the Assessment Regulations. Assessment Board membership is set out in City's [Assessment Regulations](#).
2. Assessment Board Chairs will be reviewed by Boards of Studies, according to the approved criteria outlined in this Policy, and subsequently approved by Senate. This is to ensure that:
  - Chairs have the appropriate level of academic authority and experience;
  - Chairs have the required knowledge and experience of City's Assessment Regulations to ensure the business of the Board is carried out efficiently and in accordance with them;
  - Chairs are provided with the opportunity for training or other forms of support;
  - City retains sufficient flexibility with Chairing arrangements in case of emergency.
3. Boards of Studies should change Assessment Board Chairs on a rotational basis to aid with impartiality, to provide transparency in decision making and for succession planning. However, should a Chair wish to continue in the role for another full tenure this may be considered by the Board of Studies.
4. Chairs are a non-voting member of the Assessment Board.

## Senate Appointment Criteria

5. All nominees for appointment as an Assessment Board Chairs should meet the following criteria:
  - a. be senior members of academic teaching staff;
  - b. have significant experience and understanding of programme delivery and City's academic and assessment regulations.

## **Appointment Process**

6. The relevant Board of Studies (or the Collaborative Provision Committee) should consider a draft set of proposed Assessment Board Chairs at its first meeting of the academic year. Proposed Chairs should meet the Senate appointment criteria. Where appropriate, the appointment of a Deputy Chair/alternative is advised.
7. The Board of Studies/Collaborative Provision Committee submits the nominee list to Senate, Academic Services, within an annual institutional Assessment Board Chair Nomination Report.
8. Senate shall consider the lists of nominees at its next meeting and approve for a tenure of up to four years, with an exceptional extension of one year to ensure continuity, where appropriate.
9. Each year of the appointment term commences at the start of the academic year for the programme and concludes with the final Assessment Board for that year's delivery of the programme to ensure consistency of Chairs at re-sit Assessment Boards.
10. Academic Services will provide annual training and briefing for Chairs approved by Senate. This may be complimented by specific School training and support. All new Chairs must undertake training in chairing Assessment Boards before acting in this capacity. All Chairs are expected to attend an annual briefing session.
11. The list of approved Assessment Board Chairs will be maintained by Academic Services who manage the reporting and approval process.

## **Role of Assessment Board Chairs**

12. The role of an Assessment Board Chair is:

- to ensure that the standard Assessment Board agenda is followed;
- to ensure meetings are appropriately attended and are quorate;
- to adhere to City's regulations, policies and procedures and to ensure that they are applied fairly and without any bias;
- to support the Assessment Board Secretary and other Professional Services staff,
- to ensure that reasons for decisions are clear and, alongside the Secretary, that all outcomes of Assessment Board meetings are formally and accurately recorded;
- to ensure Assessment Board business is conducted fairly, efficiently and anonymously;
- to help identify and report any significant risks or issues to the Chair of the relevant Board of Studies and/or Academic Services;
- to enable the External Examiner(s) to input and feedback to the Board;
- to undertake Chair's Actions in exceptional circumstance and in line with City's [Assessment Regulations](#).

<b>Policy Title</b>	
Appointment of Assessment Board Chairs Policy	
<b>Policy Enabling Owner and Department</b>	<b>Responsible for Implementation and Department</b>
Academic Services	Academic Services
<b>Approving Body</b>	<b>Date of Approval</b>
Senate	March 2023
<b>Last Reviewed &amp; Version</b>	<b>Review Due Date</b>
March 2023 (v2)	2026
<b>Publication of Policy</b> ( <i>tick as appropriate</i> )	
For public access online (internet)? <input type="checkbox"/>	For staff access only (intranet)? <input checked="" type="checkbox"/>
Website Link:	Intranet Link: <a href="https://staffhub.city.ac.uk/student-and-academic-services/policies-and-guidance/quality-manual/assessment">https://staffhub.city.ac.uk/student-and-academic-services/policies-and-guidance/quality-manual/assessment</a>
<b>Storage of Policy</b> ( <i>Previous versions of the policy must be stored in the drive by the author</i> )	
Drive Address: <a href="#">Z:\QUAD\Quality Manual\4. Assessment</a>	
<b>Queries about this policy should be referred to</b>	
Seán Hogan <a href="mailto:sean.hogan@city.ac.uk">sean.hogan@city.ac.uk</a>	