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**ASSESSMENT BOARD CHAIR’S ACTION**

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| **SECTION 1** | *To be completed by the Assessment Board Secretary* |
| **Assessment Board** |  |
| **Assessment Board Date** |  |
| **Student Name** |  |
| **Student Number** |  |
| **Programme of Study** |  |
| **Programme Stage** |  |
| **Decision** |  |
| **Rationale** |  |
| **Secretary** |  |
| **Date** |  |
| **Signed** |  |
| **SECTION 2** | *To be completed by the Assessment Board Chair* |
| **Name** |  |
| **Date** |  |
| **Agreed & Signed** |  |
| **Comments** |  |
| **SECTION 3** | *To be completed by the External Examiner* |
| **Name** |  |
| **Date** |  |
| **Agreed & Signed** |  |
| **Comments** |  |
| *Completed forms to be returned to the Secretary (Secretary’s email address)* | |