22. PROGRAMME AND FACULTY EXAMINERS’ MEETINGS

22.1 Programme Examiners’ Meeting

22.1.1 Powers

In respect of undergraduate Final Examinations and postgraduate Examinations

- to recommend for submission to the Faculty Examiners’ Meeting results in respect of the programmes within their purview
- to consider, through its Special Cases Sub-Committee, in accordance with the University’s procedures, extenuating circumstances and, on the basis of evidence of extenuating circumstances, to exercise discretion in determining a result or mark or to recommend to the Faculty Examiners that a candidate be deemed not to have sat.

In respect of undergraduate Part 1 and Part 2 examinations

- to consider, through its Special Cases Sub-Committee, in accordance with the University’s procedures, extenuating circumstances which have been referred to it, and, on the basis of evidence of extenuating circumstances, to determine whether a module mark be calculated on a variant of the normal method. (It should be noted that the Faculty Examiners are responsible for deeming a student not to have sat.)

22.1.2 Membership

The membership of the Programme Examiners’ Meeting comprises the Internal Examiners (from among whom the Heads of the relevant Schools/Departments should appoint a Chair), the Programme Director, the School Director of Teaching and Learning and, where appropriate, the External Examiners for the programme. External Examiners are members of those Examiners’ Meetings responsible for making recommendations in respect of awards.

Markers and personal tutors have the right to attend and to participate fully in the consideration of marks and results, and should be encouraged to do so.
22.1.3 **Quorum**

A Programme Examiners’ Meeting shall normally be deemed inquorate if fewer than half the nominated Internal Examiners are present. Exceptionally, with the agreement of the Chair, an alternate may attend in place of an Internal Examiner. In the event that a Meeting is inquorate, the Meeting should be postponed and reconvened at the earliest opportunity. In the event of postponement due to inquoracy, the Dean of the relevant Faculty and the University Examinations Officer should be informed immediately.

External Examiners are normally required to attend the Programme Examiners’ Meeting which considers results of students. In the case of Masters programmes with small numbers of students, the Chair of the relevant Examiners’ Meeting may exceptionally agree that External Examiners convey their views to the Examiners’ Meeting by correspondence, provided they are available for consultation by telephone or email. In the case of the unavoidable absence of an External Examiner, the Chair of the relevant Examiners’ Meeting may exceptionally agree that External Examiners convey their views to the Examiners’ Meeting by correspondence, or email.

22.1.4 **Procedures**

Advance notice of a Programme Examiners’ Meeting should be given to those with a right to attend.

Information presented to the meeting and all discussion of candidates and results is strictly confidential to the meeting and to those officers of the University who have good reason to be provided with such information.

Examiners and those attending the Meeting are required to disclose to the Meeting any conflict of interest. It should be noted that the University does not permit any member of staff who is in an intimate relationship with a student to be directly professionally involved in assessing or examining that student. Provisions relating to such cases are included in the *University Examination and Assessment Procedures Handbook*, Section 5.

The meeting is required to appoint a Special Cases Sub-Committee to consider evidence submitted in respect of candidates’ special circumstances. The Special Cases Sub-Committee shall act in accordance with the ‘Procedures for consideration of extenuating circumstances in relation to undergraduate and postgraduate taught programmes’, which is available on the Exams Office website.

The following documentation should be available to the meeting: the *University-wide Framework for Classification and Progression for First Degrees*, and/or the *Marking Criteria and Classification Framework for Taught Postgraduate Programmes*, the relevant programme-
specific classification conventions, marks lists, a report from the Special Cases Sub-Committee on candidates considered in relation to medical and other special circumstances, and a record of candidates, who, on account of specific learning difficulties (e.g. dyslexia), have been recommended to receive special consideration in marking, together with a note of those assessments in which the recommendation was applied.

The meeting should be advised of any changes to procedures, any particular circumstances affecting a specific assessment for a module, or any generic issue relevant to the consideration of results.

The meeting should consider how the relevant classification conventions are applied to the cohort under consideration. The meeting should determine borderlines for classification purposes, except in the case of programmes for which prescribed conventions apply.

The meeting should consider recommended results for all candidates under its purview, and should give very particular attention to borderline cases and to those for whom the result of fail is under consideration. The meeting should not decide a recommendation in respect of a candidate for whom a full set of moderated and confirmed marks is not available. In such circumstances, the Chair should normally be authorised to approve a result, on behalf of the Meeting, following appropriate consultation which must include consultation with the External Examiners.

The meeting should consider recommendations from the Special Cases Sub-Committee for the award of an Aegrotat; the recommendation should be accompanied by a full academic record for the student.

In the case of any student who has a tuition debt of £50 or more, the meeting should decide a recommended result and submit the recommended result to the Examinations Office, but should note that no recommendation will be submitted to the Senate until the debt has been cleared or reduced to a sum of less than £50. The recommended result should not be disclosed to the candidate.

Decisions on recommended results in respect of all candidates should be recorded on a spreadsheet/list, which should be signed by the Chair of the Examiners’ Meeting and the Internal and External Examiners, and which should be submitted to the Examinations Office. A copy should be attached to the Minutes of the meeting as an Annex.

The meeting should agree any subsequent action which may be required, for example in respect of recommendations for combined programmes.

The meeting should make decisions on the award of any prizes for which it is responsible.
It is a requirement that appropriate arrangements are made to ensure that assessed work by students (including examination scripts and coursework) is available to Programme Examiners’ Meetings.

Minutes must be kept of the Special Cases Sub-Committee and should be held in the School/Department.

Minutes must be kept of Programme Examiners’ Meetings in accordance with the University Template for Programme Examiners’ Meetings). The Minutes should be held in the School/Department and a copy should be sent to the Examinations Officer.

Please note the University’s guidance on Examiners’ exercise of discretion in respect of the classification of first degrees: Framework for Classification and Progression in First Degrees, Annex 2

22.1.5 Joint programmes

In the case of joint programmes, the Programme Examiners may decide (i) to hold a combined meeting to determine the results for joint programmes or (ii) to consider the result at both of the relevant Programme Examiners’ Meetings for the two subjects of the joint programme, with the result being formally approved at the later of the two Programme Examiners’ Meeting which a representative from the other Programme Examiners would attend.

The arrangements for Programme Examiners’ Meetings for joint programmes outlined in (ii) would normally follow the following pattern:

(a) The Programme Examiners’ Meeting for one of the subjects (X) may be held several days before the Programme Examiners’ Meeting for subject (Y).

(b) The Special Cases Sub-Committee for Programme Examiners’ Meeting for X considers extenuating circumstances forms submitted in respect of single and joint Honours students. Any forms held by Department Y in respect of joint Honours students in XY will have been copied to Department X.

(c) The Programme Examiners’ Meeting for X considers their single Honours students and their joint Honours students on the basis of the full array of marks. The Examiners for X form a view on the joint Honours students, and nominate one of their Examiners to attend (briefly) the Programme Examiners’ Meeting for subject Y to represent the views of the Examiners for X in order that the result can be jointly determined. A Minute records the view which
the Examiners for X have agreed, and a record of this view is signed by the Chair of the Examiners and the External Examiner.

(d) The Special Cases Sub-Committee for Programme Examiners’ Meeting for Y considers extenuating circumstances forms submitted in respect of single and joint Honours students. Any forms held by Department X in respect of joint Honours students in XY will have been copied to Department Y.

(e) The Programme Examiners’ Meeting for Y considers their single Honours students and then their joint Honours students. The Examiner nominated by the Examiners for X attends the meeting at an appointed time and represents the views of the Examiners for X. The Examiners jointly determine the result for joint students in XY. The Chair of the Examiners and the External Examiners for Y, and the nominated Examiner for X, sign the results list.

(f) The results for students in XY are published locally by Department Y, subject to approval by the Faculty Examiners and the Senate, and are submitted to the Examinations Office.

22.2 Faculty Examiners’ Meetings

22.2.1 Powers

In respect of undergraduate Final Examinations and postgraduate Examinations

- to recommend to the Senate results for awards
- to receive and consider recommendations in respect of aegrotat awards
- to determine, through its Special Cases Sub-Committee, that a candidate be deemed not to have sat

In respect of undergraduate Part 1 and Part 2 examinations

- to determine results for progression to the next Part of a programme
- to consider, through its Special Cases Sub-Committee, mitigating circumstances which have been referred to it, and, on the basis of evidence of mitigating circumstances, in accordance with the University’s procedures, to determine whether a candidate be deemed not to have sat, a candidate be given a higher result than the set of marks imply (in which case the recommended result should be specified), a mark for a module be referred for review to the module convenor, or no action be taken
22.2.2 **Membership**

The membership of the Faculty Examiners’ Meeting comprises the Dean of the Faculty (or a designated alternate, normally the Teaching and Learning Dean, as Chair, the all Internal Examiners for programmes within its purview, and Programme Directors. External Examiners have the right to attend and to participate in meetings responsible for making awards, but are not required to do so. The Examinations Officer and the Faculty Manager or Faculty Director of Administration of the Faculty shall attend the meeting.

22.2.3 **Quorum**

A meeting of a Faculty Examiners’ Meeting shall normally be deemed inquorate where a School/Department responsible for a programme under consideration is not represented by an Internal Examiner. Exceptionally, with the agreement of the Chair, an alternate may attend in place of an Internal Examiner; or the Chair may act on behalf of a Department.

In the event that a Meeting is inquorate, the Meeting should be postponed and reconvened at the earliest opportunity. The Pro-Vice-Chancellor [Teaching and Learning] should be informed.

22.2.4 **Procedures**

The dates of Faculty Examiners’ Meetings are published in the University Calendar.

Information presented to the meeting and all discussion of candidates and results is strictly confidential to the meeting and to those officers of the University who have good reason to be provided with such information.

Examiners and those attending the Meeting are required to disclose to the Meeting any conflict of interest. It should be noted that the University does not permit any member of staff who is in an intimate relationship with a student to be directly professionally involved in assessing or examining that student. Provisions relating to such cases are included in the *University Examination and Assessment Procedures Handbook*, Section 5.

The meeting is required to appoint a Special Cases Sub-Committee to consider evidence submitted in respect of candidates’ special circumstances. The Special Cases Sub-Committee shall act in accordance with the ‘Procedures for consideration of extenuating circumstances in relation to undergraduate and postgraduate taught programmes’, which is available on the Examinations Office website.
A list of recommended results will normally be circulated in advance to those with a right to attend the meeting. Internal Examiners should have available at the meeting such information as may be relevant to their recommendations, including the Minutes of the Programme Examiners’ Meeting, information relating to special circumstances, and a record of candidates for whom marking recommendations had been taken into account.

The meeting should be advised of any changes to procedures, any major circumstances affecting a specific assessment for a module or programme, and any other generic issue relevant to the consideration of results.

The meeting should consider the Examiners’ recommendations, and should give very particular attention to those candidates who are recommended to be deemed not to have sat, who are recommended to fail, who are recommended for the award of an aegrotat, and, in the case of decisions relating to progression, those candidates whose marks imply failure or failure to qualify.

The meeting will not forward to the Senate any recommendation in respect of a candidate who has an outstanding tuition debt to the University of £50 or more.

The Faculty Examiners’ decisions should be recorded and Minutes of the meeting taken.

The meeting should make decisions on the award of any prizes for which it is responsible.

The results list should be signed by the Chair of the meeting.

The Meeting should agree any subsequent action which may be required, and, where appropriate authorise the Chair to take action in respect of outstanding results.

**Senate**

The Senate is responsible for approving all results of failure and all results which lead to an award.