SECTION 3: DELEGATIONS WITHIN THE SCHOOL AND SCHOOL EXAMINATION REPRESENTATIVES

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3.1 HEAD OF SCHOOL, PROGRAMME DIRECTOR AND DELEGATIONS

3.1.1 Except where expressly disallowed, the Head of School is used throughout to include Head of Department or a member of staff to whom the Head of School/Department has delegated specific responsibilities.

3.1.2 Each programme should have a Programme Director and each module a Module Convenor. There may also be for each part of a programme a Part Convenor (who may or may not be the Programme Director); where appropriate some of the responsibilities assigned to the Programme Director below may be delegated to a Part Convenor.

3.2 SCHOOL & DEPARTMENTAL EXAMINATION REPRESENTATIVES

3.2.1 The School or Department Exam Representative is responsible for all day-to-day administrative matters relating to examinations within a School/Department, and will be the normal point of contact with the Examinations, Student Records and Graduation Office.

3.2.2 Heads of School may nominate either an Exam Rep for the School or an Exam Rep for each intra-School department. Where responsibilities for examinations are delegated within the School or Department, the nominated Exam Rep is responsible for forwarding information as appropriate.

3.2.3 Principal responsibilities include:
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• serving as the initial point of contact in the School/Department in respect of assessment matters;
• confirming details of examinations;
• confirming, at the request of the Examinations, Student Records and Graduation Office, student registrations for assessments for modules ‘owned’ by the School/department;
• advising the Examinations, Student Records and Graduation Office on matters related to the examination timetable;
• arranging, in collaboration with the relevant Student Support Centre, for submission of marks for assessments to the Examinations, Student Records and Graduation Office (normally through the RISIS portal);
• arranging, in collaboration with the relevant Student Support Centre, for the submission of Finals and Masters results to the Examinations, Student Records and Graduation Office.