

# 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, when a programme is delivered at more than one location a Programme Lead and Module Lead will also be appointed, each role located at a different campus. 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 or Programme Lead.

## 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, including at branch campuses, 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, including those at branch campuses;
- 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.