**Appendix J**

**For insertion into Programme Handbooks:**

**Examination Board Process**

**Programme Examination Board**

Once your assignments have been marked and checked internally and by the external examiner(s), the marks are then approved by the Programme Examination Board, which meets at the end of each assessment period. For undergraduate programmes, this will typically be at the end of semesters one and two and the resit period. For postgraduate and PGCE programmes, the timings of meetings will vary from programme to programme.

The Programme Examination Board’s membership consists of the Programme Director, the External Examiner(s) and all tutors who contribute to the teaching of the programme. The meetings are chaired by another tutor (normally a Programme Director) from another School in the University. Attendance of at least 50% of the members is required for the meetings to proceed. At least one External Examiner must be present at the main meeting of the academic year where the majority of the marks are approved.

The Programme Examination Board is specifically tasked with approving:

1. The mark for each individual assessment you have taken;
2. The overall module mark (percentage and grade) for each of your modules;
3. Internal module compensation (see below) for students who are eligible.

The Programme Examination Board also makes recommendations to the relevant University Examination Board in relation to:

1. Recommendations for programme termination for students who have no right of resit or retake in core modules;
2. Recommendations regarding students who have been disadvantaged as a group as a result of errors in the assessment process or other circumstances beyond their control.

**Internal Module Compensation**

Internal module compensation can be applied if you achieve the pass mark for a module but have not passed each individual assessment. This would mean that you would not be required to resubmit the failed assessment. However, some programmes, such as those which lead to professional accreditation, do not allow internal module compensation.

**The modules which are not eligible for internal compensation in this programme are as follows: (Complete or delete as appropriate)**

The Academic Regulations allow internal module compensation in the following situations:

1. For substantive assessments (those which contribute 35% or more to the overall module mark), you must achieve a mark of at least 30% at undergraduate level or at least 40% at postgraduate level, and a pass mark for the module overall;
2. For non-substantive assessments (those which contribute less than 35% to the overall module mark), internal compensation is allowed regardless of the mark achieved provided that you achieve a pass mark for the module overall.

**University Examination Board**

The decisions and recommendations of the Programme Examination Board then go to the relevant University Examination Board for noting or approval. The University has a separate Examination Board for foundation, undergraduate, postgraduate and PGCE programmes. These Boards are responsible for approving awards, deciding on student progression and programme termination and ratifying decisions made by the Academic Misconduct Panel and the Extenuating Circumstances Board.

The University Examination Board has a similar structure to the Programme Examination Board. The Board’s membership consists of the External Examiner and the Programme Directors for programmes which report to that Board. The meetings are chaired by a senior member of staff (normally a Pro Vice-Chancellor). Attendance of at least 50% of the members is required for the meetings to proceed. The External Examiner must be present at the main meeting of the academic year where the majority of the awards are approved.