

**The
Sheffield
College**

▶ **University
Level**

HE Review Boards/ HE Board of Examiners Policy and Procedure

2017-18

Document Information:

Author:

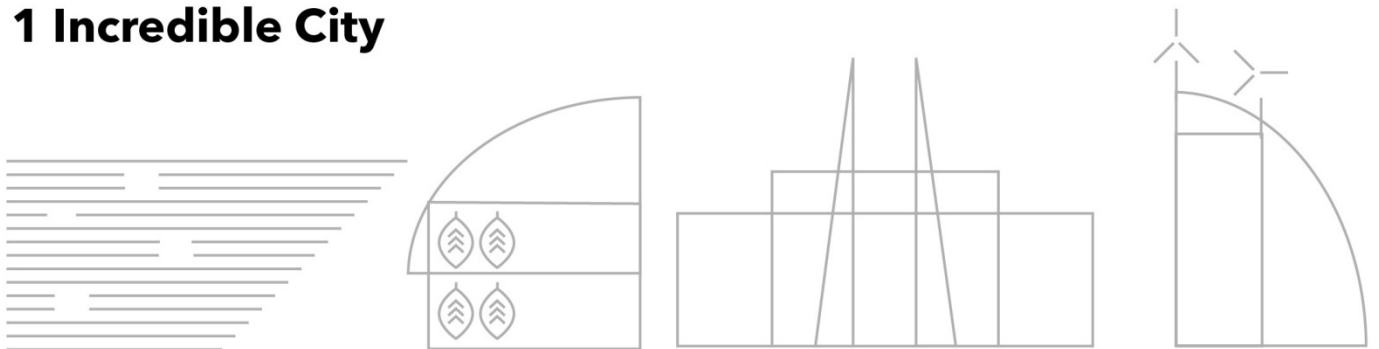
Date Issued:

Date Approved and endorsed:

Filename:

File Location:

4 Excellent Centres
1000's of Opportunities
1 Incredible City



1. Policy Statement

All Higher Education courses hold a Higher Education Review Board at the end of each semester. The second semester board forms the starting point for the annual review process.

2. Scope of Policy

- 2.1. To determine the terms of reference of the Review Boards
- 2.2. To stipulate the constitution of the Review Boards
- 2.3. To set the agenda for the Boards

3. Aim of Policy

The purpose of the Review Board is:

- 3.1. To satisfy the HE Academic Board that the quality and standards of TSC Higher Education courses are managed, maintained and enhanced and meet the expectations of the UK Quality Code
- 3.2. To satisfy the HE Academic Board that awarding body regulations have been adhered to in the awarding of marks and grades
- 3.3. To ensure parity and equity for students across the college provision
- 3.4. To assure accuracy and completeness of marks and grades submitted to awarding bodies

4. Terms of Reference

- 4.1. For awards made by Sheffield Hallam University
The Review Boards will decide on the marks to report to the University Departmental Assessment Boards, according to the rules set out in the University's Assessment Regulations. The review boards meet at the end of each semester.
- 4.2. For awards made by Pearson
The Review Boards will decide on the grades to be reported to Pearson, using their published assessment rules which have been used to establish the procedures below. The review boards meet at the end of each semester.
- 4.3 For awards made by The Open University
The Board of Examiners will discuss student progression, final results and awards, in accordance with the University's academic regulations, and recommend progression or conferment to the University. The Board of Examiners will meet at the end of semester 2 annually. There will be a progress board at the end of semester 1 to feedback on student progress, identify any

issues or concerns and ensure students are receiving the support they need to succeed.

4.4 For awards made by University College Birmingham
The Review Boards will decide on the marks to report to the University I
Assessment Boards, according to the rules set out in the University's
Assessment Regulations

4.5.1 For all courses the board agenda will include:

- Non-continuation Rates
- Outcomes of any student disciplinary, or complaints
- Module/Unit Review
- Update on actions taken following EE Report
- Consideration of marks
- Defer/Refer deadline dates

5. Constitution

Minimum attendance: Chair, Curriculum Leader, Minutes Secretary, and for The Open University awards the External Examiner.

The boards will be chaired by either:

The Head of HE and Access, or the HE Academic Lead, or a Head of Learning

Invited attendees: Curriculum Leader, Deputy Head of Learning, teaching team, External Examiner.

In addition, for Sheffield Hallam University Awards, the Collaborative Course Leader, and Faculty Quality Lead will be invited.

In addition, for the Open University Awards, a member of the Open University staff and the External Examiner must be present at any board where final decisions on progression or recommendations for an award are made.

6. Procedures

For Sheffield Hallam University Awards, University assessment regulations apply.

These are updated annually and published

on <https://students.shu.ac.uk/regulations/index.html>

For Pearson awards, the reference point is 'BTEC Centre guide to Assessment.'
Together with 'Assessment Policy and Procedure.'

For Open University awards, University assessment regulations apply and are published on the Sheffield College website.

For University College Birmingham, UCB assessment regulations apply and are available from the University Centre.

7. Awarding of grades

7.1 For Sheffield Hallam University awards student grades are determined and awards Conferred at Departmental Assessment Boards held at the University.

7.2. For Pearson Higher Nationals grades for individual units are awarded at the

Review Board and submitted to Pearson on completion of the award for calculation of the final grade and certification.

- 7.2.1. Students have to meet the assessment criteria to pass a unit.
- 7.2.2. Where a student has not submitted work or the work submitted has not met the assessment criteria to pass, the student will be given one referral opportunity to submit further work in order to meet the assessment criteria.
- 7.2.3. Students who meet the criteria to pass a unit will then be considered for merit/distinction grades according to the criteria published in the assessment brief.

7.3 For Open University Awards marks for individual modules are proposed at the annual Board of Examiners which also recommends final grades/classifications in line with the University's assessment regulations. These are submitted to the University for ratification by The Open University Module Results Approval and Qualification Classification Panel. Results will not be released until after MRAQCP have conferred them.

8 For University College Birmingham awards student grades are determined and awards Conferred at Assessment Boards held at the University.

9 Notification of results

Following the boards, students will receive a transcript from TSC University Centre detailing results achieved and providing a date for submission of any referred work. The date will be the same for all awards. For Sheffield Hallam University, The Open University and University College Birmingham award, students will be notified once confirmation has been received from the relevant university that the results have been agreed or ratified through university processes.

10 Submission of referred work

Referred work must be submitted by the date given in the transcript. Failure to submit by the deadline will result in failure of that Module/Unit.

11 Refer Boards

Refer boards will be convened annually before the start of the next academic year to consider whether work has reached a pass standard. In the case of Pearson Awards, the board will either pass or fail the work. For Sheffield Hallam University and The Open University Awards recommendations will be made to the University for ratification through university processes.

12 Consequences of failed Modules/Units

12.1. The consequences of failed modules for Sheffield Hallam University Awards are determined at the Departmental Assessment Board according to the regulations.

12.2 For Pearson Higher Nationals, students will not proceed to the following year of study unless they have passed all units from the previous academic year.

12.2.1. The refer board will decide whether or not to offer a repeat course of study

where units have been failed. The decision will be based on consideration of overall student performance including attendance.

12.3 For Open University awards the consequences of failed modules are determined by the University's assessment regulations

12.4 For University College Birmingham awards the consequences of failed modules are determined by UCB assessment regulations.

12.5 Enrolment on subsequent years of study are dependent upon the regulations for each award as determined by the awarding body. Sheffield Hallam University assessment regulations are available on their website. The Open University regulations are available on the Sheffield College website.