Higher Education Exam Board, Guidelines and Procedure

Owning Strategy:	Related Strategies:
Higher Level Skills Strategy	Quality Assurance and Quality Improvement
Relevant to:	
All Sheffield College Employees and Students working in Higher Education	

Office Use only:

Corporate Intranet Family:	Approval Board/ Committee/Group: ELT HE Academic Board Governing Body Executive Owner: Deputy CEP	Approval/ Re-approval Date: **March 2021**	Implementation Date: May 2021	Next Review Date: August 2022

New Policy or Substantive Policy Review

Version	Date	Policy Development Agreed by	Policy Development Author	Draft Policy Verified by	Policy Approval
V1	March 2021	Deputy CEP	Vice Principal – HE and Academic Studies	HE Academic Board	Executive

Rationale for new or substantive policy review	Following standard reviews with HE partners, this policy has been developed to support our approach to Exam Boards.

Please make explicit if change/review relates to procedures, guidelines and associated documents only

Periodic Policy Review / Change History

Version	Date of Review / Revision	Description of Change	Reviewed By	Approved By
2	25.6.21	Assessment Schedules & Appendix 3 added; Presentation of Marks	CC/RWJ	RWJ

Announcement on hub √
College newsletter □
SLT meeting □
External website √

SLT email □
All staff email √
Cascade brief □
Training needed (specify who) □

1. POLICY STATEMENT

The Higher Education (HE) Exam Board, Guidelines and Procedure policy outlines the responsibilities of individuals, engaged in HE activity, in relation to the accurate recording and reporting of those grades at The Sheffield College (TSC). The details of this policy ensure that students are awarded accurate grades for a qualification that they have undertaken on the Framework for Higher Education Qualifications (FHEQ).

2. DEFINITIONS

Review Board – Review board takes place at the end of Semester 1 and beginning of Semester 2. The boards are associated with Terms of Reference. The purpose of review board is to collate information to assure quality, inform enhancement, ensure Semester 1 grades are uploaded and explore common themes across programmes.

Pre-Board – Pre-board takes place prior to the final Exam Board to ensure smooth operation of the final board. The pre-board meeting is to check marks, assure quality, finalise any areas and an opportunity for programme team to discuss any queries or arising issues before the board takes place.

Extenuating Circumstances Programme Meeting – The Extenuating/Mitigating Circumstances (EC) Programme Meeting should take place before the final Exam Board. The purpose of the Programme level meeting is to determine recommendations for the Exam Board, regarding students under extenuating/mitigating circumstances. The meeting should assist with an efficient Exam Board.

Exam Board – An Exam Board is where marks are presented to progress students and/or agree final degree awards. In attendance is the Vice-Principle – HE and Academic Studies, HE Quality & Enhancement Manager, HE Administrator, Curriculum Team, External Examiner (EE), Link Tutor and Open University Representative for Open University (OU) provision (e.g., Senior Partnership Quality Manager, SQPM and/or Academic Reviewer, AR). The board verifies academic standards and ensures that these standards align with the subject and level of classification.

Re-sit/Retake Exam Board – Re-sit/Retake Exam Board is where marks are presented to progress students and/or agree final marks, should re-sits or re-takes of modules have been agreed by the Exam Board. The procedure for Re-sit/Re-take Board is the same as Exam Board.

Glossary

Acronym	Definition
EE	External Examiner
EC	Extenuating Circumstances
VP	Vice Principal
QEM	HE Quality & Enhancement Manger
AP	Assistant Principle
EV/IV	External Verification/Internal Verification
HE	Higher Education
AR	Academic Reviewer
LT	Link Tutor
SQPM	Senior Quality Partnership Manager – Open University
FHEQ	Framework for Higher Education Qualifications
EC	Extenuating Circumstances
QAA	Quality Assurance Agency
TSC	The Sheffield College
LEC	Learning Enhancement Committee
AQSC	Academic, Quality Standards Committee
QTLA	Quality, Teaching, Learning and Assessment

3. PRINCIPLES

This Exam Board Policy and Procedure is based upon the principle of having simple, easy to follow processes that provides clarity on who is responsible for which element of activity. Responsibilities include the identification of staff mandatory attendance at each level of the examination cycle, assuring the quality of marks and the procedure, inputting of student grades and the organisation of boards. This ensures The Sheffield College meets the expected requirements for activities related to Exam Boards, in line with partner organisations.

4. SCOPE AND LIMITATIONS

This policy applies to all Higher Education provision at The Sheffield College, including all Higher Education Staff named in the policy. This policy is to be used to support the accurate recording and reporting of grades for higher education Learning Aims, where the Aim is for a qualification approved by a partner Higher Education Institution, or for a Higher National (HN) Qualification awarded by Pearson. References to specific awarding bodies are included throughout, to ensure adherence to partner regulations.

5. RESPONSIBILITIES

In order for the various HE boards, taking place across the academic years, to be of high quality the following individuals have named responsibilities. Persons and their responsibilities are outlined as follows:

- The **Vice Principal for HE and Academic Studies (VP)** is responsible for ensuring that Exam Boards are chaired and organised

- The **HE Quality and Enhancement Manager (QEM)** is responsible for ensuring that curriculum teams understand their role in relation to Exam Boards

- The **HE Administrator** is responsible for acting as clerk to Exam Boards and scheduling in the Exam Board timetable

Programme Team members are responsible for:
- Ensuring assessments are moderated internally (IV – Internal Verification), approved by External Examiners (EV – External Verification) and presented at Exam Board/Re-sit Board as per requirements of this document
- Ensuring assignment briefs are moderated internally, prior to release to students
- Setting up Markbook (or any other Franchise reporting system, as agreed by the HE Office) structures to record results
- Ensuring results are accurate and entry of marks onto the system is checked by at least two staff members (e.g., any combination of Module Leader, Programme Leader, Head of Department and/or Head of Quality, Teaching, Learning and Assessment)
- Recording results on Markbook at least 7 working days prior to Exam Boards
- Ensuring that Extenuating Circumstances are appropriately recorded and forwarded – in line with Assessment Policy (inc. Extenuating Circumstances)
- Where there are Extenuating Circumstances, these should be forwarded to the HE Office as and when they arise – across the academic year
- The Programme Team must hold an EC meeting, before Exam Board, to determine recommendations to the Exam Board (OU courses, make recommendations to the board) (note: this does not require EEs or the HE office to attend – see Appendix 2)

Curriculum Team Leaders are responsible for:
- Ensuring HE teams are effective in their organisation to maintain HE expectations; as outlined in this Exam Board Policy and Procedure
- Ensuring HE teams are supported to undertake Exam Boards
- Ensuring results are accurate and checked

Heads of Academy (HoA) are responsible for:
- Ensuring all grades are accurately presented in Markbook – with checking taking place no later than 5 days before Exam Board
- Ensuring all team members attend Review Boards, Pre-Boards and Exam Boards

Heads of Quality, Teaching, Learning and Assessment (QTLA) are responsible for:
- Quality assuring data being presented to Exam Boards
- Managing any External Verification/Internal Verification (EV/IV) and moderation processes across the year (in line with the TSC EV/IV Policy)
- Ensuring that EEs are frequently communicated with and follow due process in relation to the board

Vice and Assistant Principals (VP/AP) are responsible for:
- Ensuring that all members of course teams attend Pre-Boards at least 5 working days prior to Exam Boards
- Ensuring and cross checking is in place between any Pre-Board and the Exam Board.

College HE Partners
- College HE Partners also have set responsibilities as per their assessment regulations and the Quality Assurance Agency (QAA) UK Quality Code, 2018 – these include roles and responsibilities for External Examiners (UK Quality Code, Advice and Guidance External Expertise) and/or other individuals involved. HE Partner assessment regulations should be referenced across the Exam Board procedure.

6. IMPLEMENTATION ARRANGEMENTS

The roles and responsibilities of employees in implementing the policy and procedures are set out clearly in the guidelines. The College will make new staff aware of the policy and procedures at staff induction. The HE office will also make staff aware of updates via team meetings and relevant committees (e.g., Academic Quality Standards Committee, AQSC, and Learning Enhancement Committee, LEC). New staff will be supported in their responsibilities through Exam Board training and there will be annual briefings on Exam Board with all HE Staff.

7. MONITORING AND REVIEW

The HE Academic Board is responsible for reviewing this policy annually. This review will consider the views of stakeholders and amend in line with regulatory requests. The College reserves the right to make whatever changes it deems appropriate.

The college is subject to various internal and external reviews and this policy will inform those review. Outcomes of Exam Board will be useful to inform curriculum and institutional evaluation and monitoring.

8. SUPPORTING/RELATED DOCUMENTS

- HE Policy and Procedures Handbook
- HE Staff Handbook
- EV/IV Policy & Procedure
- Assessment Policy (Including Extenuating Circumstances)
- Assessment Malpractice and Maladministration Policy
- HE Partner assessment regulations should be referenced across the Exam Board procedure
- Quality Assurance Agency (QAA) UK Quality Code

GUIDELINES

ORGANISATIONAL RESPONSIBILITIES FOR HE EXAM BOARDS

Chair of the Exam Board

The Chair of the Exam Board shall be selected in conjunction with partner Awarding Institution Regulation.

The Chair of the Exam Board will go through the standard agenda ensuring that everybody present in the meeting can contribute to discussions and will ensure that final decisions are accurately made.

Faculty Leadership Team

Each member of the Faculty Leadership Team is responsible for ensuring that the HE Exam Board Policy is implemented. They will also:

- Ensure that results are accurately recorded on Markbook in a timely manner
- Staff are supported to attend Exam Board

HE Administrator

The HE Administrator is responsible for ensuring Exam Boards are scheduled - The HE Administrator will inform all members of Exam Board of the date, time and room of the board. They are also responsible for the administrative activities, which take place post-Exam Boards, to ensure the ratification of Exam Board results.

Curriculum Team

The curriculum team is responsible for organising and undertaking accurate marking, inputting and moderation of grades across their programme. They are also responsible for ensuring any other documentation associated with Exam Boards (e.g., extenuating circumstances) is completed and submitted. All activities related to the curriculum team and individual members are to be undertaken in line with the responsibilities and timescales identified in this policy and procedure.

PROCEDURE

1.   <u>Higher Education Cycle for Review/Pre-/Exam Board Procedure</u>

1.1. All Higher Education provision is covered by this document. Higher Education at TSC includes all provision from Level's 4 and above, which adheres to the Framework for Higher Education Qualifications, is underpinned by Office for Students regulations/conditions for registration and UK Quality Code for Higher Education (QAA). All related policies are to be referenced alongside this document.

1.2. The procedures below outline the expectations for, and outcomes of, the Higher Education Review/Pre-/Exam Boards at the Sheffield College. The cyclical procedure aims to outline responsibilities across the assessment and review process, detailing expectations of individuals across each activity. The purpose of the procedure is to ensure the accurate recording, monitoring and reporting of marks; and assure quality of provision though TSC HE evaluative and monitoring processes annually.

1.3. A flow chart of HE reporting and monitoring procedure can be found under Appendix 1

1.4. Assurance is provided through responsibilities outlined under Appendix 2

2. <u>Procedure for Review Board (End of semester 1)</u>

2.1. The role of Review/Pre-Boards of semester 1 is to ensure marks are inputted, moderation (where applicable) occurs, and any quality and/or student issues are raised in a timely manner. Mandatory attendance is expected from Module Leads and Programme Leads (unless otherwise agreed with the VP for Academic Studies and Higher Education).

2.2. As per the conditions of TSC HE Policies and Procedures, staff teaching on degree programmes must be able to confirm that they have held a pre-board meeting to check grades and identify any errors or issues arising

2.2. The procedure for Review/Pre-Boards Semester 1 (S1) is outlined below:

1. Curriculum teams and Programme Leaders are responsible for the oversight of timely marking and collation of grades. Planning should take place before each academic year. A schedule should be available (on request), from Module Leads, for the marking and returning of assignments
2. Module Leads are responsible for marking assignments for S1 - Marking should be to one decimal place only and rounded up/down at module level
3. Assignments are IV'd/Moderated (where appropriate for S1) – in accordance with EV/IV Policy
4. (Moderated) marks are inputted onto Markbook by Module Leader - Module Leaders are responsible for confirming and checking the marks of their modules
5. The Programme Leader is responsible for ensuring that all marks across the programme have been checked, confirmed and are accurate
6. Programme Leaders attend the Review/Pre-boards S1 – prepared to present marks and student progress (e.g., extenuating circumstances, assignment failure etc.).
7. Any students who have submitted extenuating circumstances must be discussed at the meeting – it is expected that Programme Leaders and Modules Leads have

collected appropriate evidence and forwarded in line with the procedure in the Assessment Policy (including Mit Circs)/HE Policies and Procedures Document

8. Discussion takes place to highlight any quality or student issues – a possible outcome may be that an action plan/tracker is put in place, by the Programme Leader. Issues arising from Review Board will be reviewed by one or all of the following: Heads of Quality, Teaching, Learning and Assessment (QTLA), Head of Academy, AP/VP's and QEM.

9. Note, students will not be permitted re-sit/re-take opportunity until after the final Exam Board.

3. **Procedure for Pre-Boards (End of semester 2)**

3.1. The role of Pre-Boards (end of semester 2) is to ensure marks are inputted into the appropriate system, moderated and the External Examiners have received the work. Any final quality, marking and/or student issues are raised before the final Exam Board. Mandatory attendance is expected from Module Leads and Programme Leads (unless otherwise agreed with the VP for Academic Studies and Higher Education).

3.2. As per the conditions of TSC HE Policies and Procedures, staff teaching on degree programmes must be able to confirm that they have held a Pre-Board meeting to check grades and identify any errors or issues arising

3.3. If applicable, it is recommended that the Programme Team meet to discuss ECs before Pre-Board; in order to report on student outcomes

3.4. In the Pre-board (and, therefore, prior to the Final Exam Board), the provisional statistical grade profiles of modules, individually and by level for each subject/course, should be reviewed by the Programme Team in order to identify any issues relating to the performance of the students and/or standards of marking

3.5. Mandatory attendance is required from the Programme Team

3.6. The HE Administrator will forward invites to the VP/AP, QEM, Heads and Programme Leaders. It is the responsibility of the Programme Leader to inform all Programme Members (e.g., teaching staff) of the date and time of the Pre-Board.

3.7. EE/AR/LT or any other external bodies do not attend this meeting.

3.8. The procedure for Pre-Boards (semester 2) is outlined below:

1. Curriculum teams and Programme Leaders are responsible for the oversight of timely marking and collation of grades. Therefore, Planning should take place before each academic year – a schedule should be available (on request), from Module Leads, for the marking and returning of assignments

2. Module Leads are responsible for marking their assignments – all assignments should be marked by Pre-Board. Marking should be to one decimal place only and rounded up/down at module level.

3. Assignments are IV'd/Moderated – all assignments should be moderated by Pre-board Semester 2. Staff should reference the EV/IC Policy & Procedure to ensure IV is undertaken according to the requirements outlined within the Policy. It is also the responsibility of Module Leader and Programme Leaders to ensure work is IV'd in accordance with any further Awarding Institutions Regulations.

4. Moderated marks are inputted onto Markbook by Module Lead – Module Leads are responsible for confirming the marks of their modules

5. It is expected that The Programme Leader is in regular contact with the EE and EV is taking place. Therefore, in Pre-Boards Programme Leaders will be expected to outline EE arrangements.
6. It is the Programme Leader who is responsible for ensuring that all marks have been checked, confirmed and are accurate and that the EE has seen the work:
   a. EE should be forwarded a sample as per the TSC EV/IV Policy, or in line with partner Awarding Institutions Regulations
   b. The EE should have ease of access to documentation and consistency across programmes
   c. If sharing of work is undertaken virtually, this should be undertaken via google/one drive – folders should be password protected and private and/or with documents only accessible to those with details
   d. If, for any reason, work is emailed to EE's it should be password protected
   e. See Appendix 5 for presentation of marks

7. Programme Leader is prepared to outline and discuss results at Pre-Board. Discussion takes place to highlight any quality or student issues (e.g., extenuating circumstances, re-sits etc.).
8. The Programme Leader and team must ensure that if a student submits extenuating circumstances, then these are submitted to the HE Office (for processing; in line with the Assessment Policy)
9. Any students who have submitted ECs must be identified and discussed at Pre-Board
10. Should any there be any instances of Malpractice and/or Maladministration, these should be discussed and reviewed at Pre-Board, in line with policy (e.g., Fitness to study, Fitness to practice, Malpractice and Maladministration Policy etc.) by the Programme Team. As recommendations and actions will be presented at final Exam Boards, the Programme Team must be prepared to present on these, at Pre-Boards (as they arise)
11. Should any issues arise with marking, the Programme Leader is responsible for ensuring issues are addressed, prior to the final Exam Board. EE's should be consulted on such issues, with marking prior to the board.
12. Issues arising from Pre-Board will be reviewed by one or all of the following: Heads of QTLA, Head of Academy, AP/VP's and QEM.

4. <u>Extenuating Circumstances (EC) Programme Meeting (if necessary)</u>

4.1. The EC programme meeting is a Programme level meeting, organised by the Programme Team. The purpose of the meeting is for the Curriculum Team to review and advise, or make recommendations, at Exam Board. The meeting should take place prior to Exam Board.
4.2. For OU courses, the Programme Team must make recommendations to the board (as per OU Validated Partnerships Regulations)
4.3. Mandatory attendance is required from the Programme Leader and Module Leaders
4.4. Optional attendance includes Heads of QTLA, Heads of Academy, VP and QEM – to support, if requested by the Programme Team
4.5. The EC meeting will include discussion on individual student cases and have recommendations and accompanying documentation prepared – in advance of the Exam Board
4.6. Outcomes if ECs will be subject to the final decision at Exam Board

4.7. The Programme Team and/or HE Administrator will inform students on any decision, regarding EC outcomes from the Exam Board

5. <u>Exam Boards - Prior to/Event of</u>

5.1. Section 5 outlines the Exam Board process, referencing the procedure prior to and at the time of the event. Each member of the Exam Board has responsibilities across the event, outlined below. It is anticipated that all members adhere to this procedure and are aware of the expectations surrounding Exam Boards and their roles; in line with internal and partner assessment regulations.

5.2. The HE Administrator will send invites and inform the Programme Leader, HE QEM, VP, Heads of QTLA and HoA of the date, time and room of the board

5.3. Programme Leader will inform the wider teaching team (e.g., Module Leaders)

5.4. Mandatory attendance is required from the Programme Team – including all Module Leaders and Programme Leaders (unless otherwise agreed with the VP for Academic Studies and Higher Education)

5.5. Prior to the Exam Board, it is the responsibly of the named person below to ensure that each of the items has taken place:

  i. Programme Lead to inform the EE of Exam Board dates, at the beginning of the new academic year (for OU provision) and, for SHU/Pearson provision, no later than two months in advance (unless exceptional circumstances) – Attendance of the EE is mandatory for OU validated courses and the HE office will assist in the planning of this e.g., sending calendar invites. OU representative(s) is mandatory at Exam Boards.

  ii. Confirmation of correspondence, inviting EE's/ARs/LTs, to be sent to HE Administrator and QEM by Programme Leader.

  iii. Module Leaders recording results on Markbook at least 7 working days prior to Exam Boards. All marking should be to one decimal place only and rounded up/down at module level (this should be undertaken by the Module Leader). Checking of marks should be undertaking manually by Module and Programme leaders – as per Appendix 5 for presentation and calculation of marks.

  iv. The Programme Leader should ensure all marking is completed by the teaching team in time for IV/Moderation to take place (as per assessment schedule detailed at the beginning of each academic year), before work goes to or is seen by the EE

  v. All module/unit review forms should be completed by the Programme Team and be available at the Board

  vi. The agreed standardised coding should be used for marking in accordance with validating body requirements and, where used, Markbook should be set up identically across all the programmes for HE. See Appendix 5 for presentation of marks.

  vii. The Programme Team should enter marks on Markbook (for the OU) and export to Excel, or use the relevant validating body template

  viii. The Programme Leader should use Markbook to export reports for presentation at the board (and/or required Awarding Institution documentation)

ix. The Programme Leader should ensure the EE has seen work before the board in sufficient time to provide comment at the board; it is the Programme Leader's responsibility to liaise with the EE

x. The Programme Leader should arrange for marks to be displayed electronically at the board and provide 3 hard copies of spreadsheets/marks for Chair and HE Administrator and any awarding body attendees

xi. As per 3.6.7, the Programme Leader and team must ensure that if a student submits extenuating circumstances, then a Programme meeting must take place prior to the board and for OU courses. The Programme Leader must be prepared to make EC related recommendations to the board.

xii. Should any there be any instances of Malpractice and/or Maladministration, these should have been investigated and relevant actions undertaken in line with policy (e.g., Fitness to study, Fitness to practice, Malpractice and Maladministration Policy etc.) (as per Section 3.6.9). Recommendations and actions in relation to such matters will be outlined at Exam Board, by the Programme Team.

xiii. For OU validated awards, paperwork (e.g., agenda, previous minutes, marksheet, ToR, meeting link – if held online) will be sent securely to SQPM and External Examiner three days prior to each board - If sharing of work/identifiable data is undertaken virtually file should be password protected

xiv. As well as marks, EC's and spreadsheets (dependant on validating partner) The Programme Team must bring to the Exam Board Programme Specifications, Module Specifications and Assessment Regulations (of the Awarding Institution) – all members should be familiar with Assessment Regulations for their programme

5.6. On the date of the Exam Board, it is expected that the following occurs:

1. The Programme Team presents individual marks for students – reporting on recommended outcomes
2. Students are anonymised in reporting documentation
3. All members are familiar with and have available, Assessment Regulations and Programme documents for their programme
4. Only persons named in Appendix 2 are permitted to attend the Exam Board
5. The Programme Leader must ensure that any APL assessment outcomes are brought to the board and progress of any students granted APL must be discussed
6. The Programme Leader must report progress on actions taken in response to EE recommendations and the Chair will consider any actions arising from the previous minutes at the Board
7. The Programme Leader must report any outcomes of student Appeals and/or Complaints to the Board
8. The Programme Leader must report any outcomes and issues related Fitness to Study, Fitness to practice and/or Malpractice and Maladministration
9. Where the grade recommended to the Review Board is 'Refer', appropriate additional work must be available so that the Programme Leader can give or send it to those students concerned following the Board's decision

10. Students undertaking re-sit/re-take assignments are expected to receive a new or modified assignment – relevant to module Learning Outcomes (e.g., students cannot complete and submit the same work)
11. For OU Validated programmes, students who submit extenuating circumstances the Programme Leader makes recommendations to the board; on the outcome of the EC Programme meeting taking place prior to Exam Boards
12. A suitable date for the re-sit/re-take Board, if required, should have been arranged at the beginning of the academic year – the EE must attend re-sit/re-take Boards for OU validated programmes

6. Post-Exam Board

6.1. Following the Exam Board, it is expected that the procedure below occurs:

1. All grades confirmed at the Board will be sent for ratification to the relevant validating body by the HE Administrator
2. Those for the OU which lead to a final/exit award require the signatures of the Chair, the EE, the OU representative and the Academic Registrar (or Deputy Chief Executive). This must be done before the grades can be accepted by the OU.
3. The minutes from the Board will be circulated for approval by the Chair and attendees, within one week – Note: Following OU Exam Board, the relevant signed documentation (e.g., as per Validated Partnerships Handbook F7, Award recommendation list and completed examination board spreadsheet) should be sent to the OU within 2 days
4. Students will be sent their transcripts by the HE office once the minutes are agreed by the Chair (plus EE and OUVP representative where appropriate). This is undertaken in accordance with the Awarding Institution Regulation, and for OU provision, results should only be released once ratified by Module Results Approval and Qualifications Classification Panel (MRAQCP)
5. Students with deferral or referrals in modules will be sent formal notification of the work required from them immediately after the minutes are confirmed by the HE administrator, along with the deadline (usually mid-July)
6. The Programme/Module Leader should have referral work marked and ready for the re-sit/re-take Board (usually end August/early September) for all partners, except the OU, following the same process as for the main Exam Board
7. At the beginning of each academic year, the HE office will arrange re-sit/re-take dates and times and send confirmation to all concerned
8. All grades confirmed at the re-sit/re-take Boards will be sent for ratification to the relevant validating body by the HE Administrator
9. When EE reports are received, Programme Leaders must send their response and include the HE Administrator and QEM into correspondence

7. Re-sit/Re-take Board

7.1. Re-sit/Re-take board will follow the same procedure as Exam Board (Section 5); Excluding reference to re-sit/re-take (sections 5.6.9-5.6.12)
7.2. Post-Exam Board will follow the same procedure as section 6 – Excluding reference to resit (6.1.5-6.1.8).
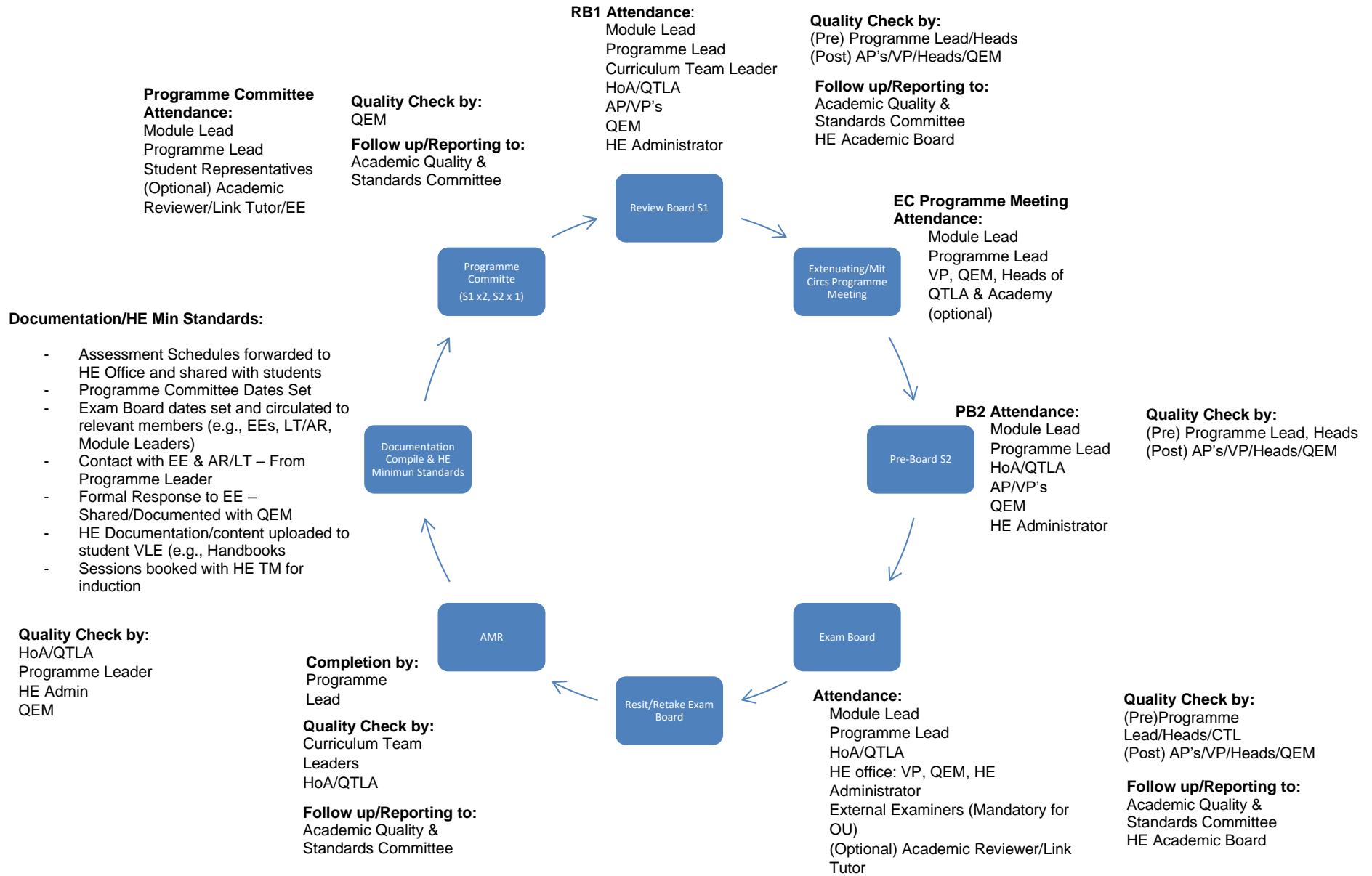
8. Annual Monitoring Report (AMR) and Reporting of External Examiners (EE)

8.1. This procedure outlines how the Exam Board outcomes and EE Reporting informs the annual monitoring process, procedures and requirements of TSC and the responsibilities that the college has to its awarding bodies

8.2. Course quality monitoring is an important part of the academic cycle and ensures that courses and their constituent modules remain fit for purpose, academic standards are appropriate to the level of the course and promotes quality enhancement of learning opportunities for students (as per UK Quality Code, Advice and Guidance: Monitoring and Evaluation). Therefore, Section 8 is a key aspect of the Exam Board Policy and Procedure. This procedure is further informed TSC HE Policies and Procedures document on Annual Monitoring Reporting and Programme Committees

8.3. The Programme Leader, supported by the Head of Academy, has the responsibility for producing AMR reports (or similar for other Awarding Institutions) for the courses under their leadership and management – this process should be untaken with the entire Curriculum Team before the beginning of the next academic year

8.4. The Programme Leader is responsible for sending the AMR document to the HE Administrator and QEM, no later than September of the new academic year, for review

8.5. The QEM will check and monitor quality of the AMRs and associated Quality Improvement Plans (or relevant Awarding Institution equivalent)

8.6. An AMR report must be produced for each course, including Pearson/Edexcel Higher National qualifications, using the appropriate template. For Pearson/Edexcel Higher National qualifications, the College Annual Monitoring Review Report Pro forma should be used.

8.7. AMR reports must be approved by the appropriate curriculum programme committee at least two weeks prior to the meeting of the Academic Quality and Standards Committee

8.8. In light of the Exam Board, the follow must be undertaken in relation to the AMR:

1. The Annual Monitoring and any action plans must be updated at the relevant course programme committee meeting following the Exam Board
2. This process is undertaken by the Programme Leader - taking into account any actions arising in previous programme committees (including student comments), module reviews (if applicable) the minutes of the Exam Board/Programme committees, observations, the EE's report, and with advice from the VP Academic Studies and Higher Education, relevant Quality Head or QEM where necessary
3. The Programme Leader/team should share the EE report along with the Action Plan/Annual Monitoring with the students at the next student committee meeting (in Semester 1) in accordance with the dates agreed in the HE Minimum Standards (Quality) Workbook. Should EE reports not be available, they should be shared at the next Programme Committee meeting. Once received, EE reports should also be uploaded onto the VLE – for continuous student access.
4. Actions arising out of EE feedback will be escalated where appropriate to the AQSC via the relevant Programme Leader and Head of Quality or the QEM and feed into the quality process cycle

Appendix 1 – HE Assessment/Quality Check Cycle

Programme Committee Attendance:
Module Lead
Programme Lead
Student Representatives
(Optional) Academic Reviewer/Link Tutor/EE

Quality Check by:
QEM
Follow up/Reporting to:
Academic Quality & Standards Committee

RB1 Attendance:
Module Lead
Programme Lead
Curriculum Team Leader
HoA/QTLA
AP/VP's
QEM
HE Administrator

Quality Check by:
(Pre) Programme Lead/Heads
(Post) AP's/VP/Heads/QEM

Follow up/Reporting to:
Academic Quality & Standards Committee
HE Academic Board

Documentation/HE Min Standards:
- Assessment Schedules forwarded to HE Office and shared with students
- Programme Committee Dates Set
- Exam Board dates set and circulated to relevant members (e.g., EEs, LT/AR, Module Leaders)
- Contact with EE & AR/LT – From Programme Leader
- Formal Response to EE – Shared/Documented with QEM
- HE Documentation/content uploaded to student VLE (e.g., Handbooks
- Sessions booked with HE TM for induction

EC Programme Meeting Attendance:
Module Lead
Programme Lead
VP, QEM, Heads of QTLA & Academy (optional)

PB2 Attendance:
Module Lead
Programme Lead
HoA/QTLA
AP/VP's
QEM
HE Administrator

Quality Check by:
(Pre) Programme Lead, Heads
(Post) AP's/VP/Heads/QEM

Quality Check by:
HoA/QTLA
Programme Leader
HE Admin
QEM

Completion by:
Programme Lead
Quality Check by:
Curriculum Team Leaders
HoA/QTLA
Follow up/Reporting to:
Academic Quality & Standards Committee

Attendance:
Module Lead
Programme Lead
HoA/QTLA
HE office: VP, QEM, HE Administrator
External Examiners (Mandatory for OU)
(Optional) Academic Reviewer/Link Tutor

Quality Check by:
(Pre)Programme Lead/Heads/CTL
(Post) AP's/VP/Heads/QEM

Follow up/Reporting to:
Academic Quality & Standards Committee
HE Academic Board

Cycle nodes (clockwise): Review Board S1 → Extenuating/Mit Circs Programme Meeting → Pre-Board S2 → Exam Board → Resit/Retake Exam Board → AMR → Documentation Compile & HE Minimun Standards → Programme Committe (S1 x2, S2 x 1) → Review Board S1

Appendix 2

	Timing	Programme Leader	Module Lead	CTL's	Heads of Academy/QTLA	VP/AP	QEM	HE Administrator	EE/AR/LT/SQPM
Assessment (inc. Exam Board prep) *HE Minimum Standards*	Aug-Oct	Assessment Schedules forwarded to HE Office and shared with students Programme Committee Dates Set Exam Board dates set and circulated to relevant members (e.g., EEs, LT/AR, Module Leaders) Contact with EE & AR/LT – From Programme Leader HE Documentation/content uploaded to student VLE e.g., Handbooks, EE report, Sessions booked with HE TM for induction Ensuring Markbook structures are set Formal Response to EE – Shared/Documented with QEM Checking calculations in line with assessment regulations and presentation (appendix 3)	Work with Programme Leader to set assessment Upload module information to VLE	Mandatory Quality	Mandatory Quality Ensuring Markbook structures are set Checking calculations in line with assessment regulations and presentation (appendix 3) – liaise with MIS	------	Quality Check - oversight	Quality Check - oversight	------
Review Board	Feb-March	Mandatory Quality check all marks Marking/Inputting Marks on Markbook Exten Circs IV/Moderation	Marking/Inputting Marks IV/Moderation Exten Circs	Optional Attendance	Mandatory Attendance and Mark/Markbook Check	Mandatory Attendance Quality Check	Mandatory Attendance Quality Check	Organised by HE Admin Minutes	------
Pre-Board	May-June	Mandatory Quality check all marks Send details to Programme Team Marking/Inputting Marks on Markbook Exten Circs	Marking/Inputting Marks IV/Moderation Exten Circs	Mandatory Quality Check Mandatory Attendance	Mandatory Attendance and Mark/Markbook Check	Mandatory Attendance Quality Check	Mandatory Attendance Quality Check	Organised by HE Admin	------

		IV/Moderation Send EE moderated work							
Extenuating Circs Programme Meeting	May-June	Send HE Administrator EC forms (across the academic year) Organised by PL Recommendations Prepared for the Exam/Pre-Board	Attendance Mandatory	Optional Attendance	Optional Attendance	Optional Attendance	Optional Attendance	Collate EC documents (as received across the year)	------
Exam Board	May-June	Mandatory Quality Check Send details to Programme Team Exporting of marks Hard copies/digital display of marks Recommendations to board on Exten Circs Reporting of students	Presentation of Module(s)	Mandatory Attendance	Mandatory Attendance	Chair (Excluding VP for OU provision) Mandatory Attendance	Chair Mandatory Attendance	Organised by HE Admin – Secretary to the Board Minutes	Mandatory EE/OUVP; Optional SHU, Pearson, UoB
Post-Exam Board	May-June	Programme Leader should have referral work marked and ready for the resit Board – Quality Check Send EE report and programme team response to HE office and QEM (comments transferred to QIP/AMR for action tracking)	Referral work marked and ready for the resit Board	------	------	Signatures for OU Minutes circulation	Signatures for OU	Ratification Transcripts sent – following approval	Signatures for OU OUVP/EE – minutes approval
Resit/Retake Exam Board	July-August	Mandatory Quality Check – prior to resit Exporting of marks Hard copies/digital display of marks	Marking/Inputting Marks IV/Moderation	------	Mandatory Attendance	Chair/Attendance	Chair/Attendance	Organise board Signatures	EE/OUVP Mandatory; Optional SHU, Pearson, UoB
AMR	July-Sept	Final submission to QEM Collation of evidence (e.g., programme committees, various student data, EE/EV response etc.) and document completion with programme team	Collation of evidence and document completion with programme team		Checking	Completion of institutional self-evaluation document (SED)	Quality Check – Stored centrally with HE team Completion of institutional self-evaluation document (SED)	AMRs forwarded to appropriate partners, where requested	------
Programme Committee	1st PC Oct - Nov 2nd PC Jan - Feb	Organise x3 per year – student reps and module staff required. Minutes forwarded to QEM and HE Admin	Attendance mandatory	Mandatory Attendance	Mandatory Attendance	------	Optional attendance – quality check	------	------

3rd PC April - May								

Appendix 3 – Presentation of Marks

The Open University- Exam Board Presentation of Marks

- **All staff need to have access to assessment regulations and programme specifications for exam board.**
- **The programme team are responsible for student recommendations to Exam Board.**
- **Marks should be stored on and exported from Markbook and individual marks/presentation checked following the download**

OU Assessment Regulations:
https://www.sheffcol.ac.uk/media/editor/HE%20Documents/OU%20Assessment%20Regulations.pdf

ON THE MARKBOOK SPREADSHEET:

Grades shown to 1 decimal point and truncated, e.g.	If 65.59 = **65.5 (**Do **not** use a percentage sign)
A grade of 40 should say	**40**
A grade of 0-39 for first submissions *at task/assignment level* should read, e.g.	**0R** or **26R** (grade plus R for "referral")
A capped grade of 40 (*on resubmission*) should read	**40C** (grade plus C for "capped")
A first-time non-submission should read	**N/S** (for "non-submission")
A deferral should read	**DEF** (for "deferral")

ANY mark under 40 and anything which has not just gone through first time should be in red text, as above, to show up easily. This includes tasks which have been failed even if the aggregate grade is a pass.

Example:

Module	M02		
Credits	**20**		
Assessment type/task	**Exam**	**Practical**	**Total**
Assessment Weighting	**40**	**60**	**100**
Student 1	**30R**	**N/S**	**0R**
Student 2	**38**	**65**	**54.2**

GRADING OUTCOME GUIDANCE FOR THE OU:
After several years of miscommunications about how to calculate OU grades, these are the recommendations for calculations of full and exit awards:

- Marks should be calculated to **ONE decimal point only;**
- Marks are rounded at **EXIT level only**;
- Marks for FDs are calculated by adding **two unrounded aggregates for each of the years**;
- Marks for Top-Ups are calculated on **aggregate mark only for Level 6 only (e.g., not inclusive of L4/L5)**;

- Marks for full degrees are calculated by adding 1 x Level 5 and 2 x L6 unrounded aggregate marks, divided by 3;
- There are 120 credits per level.

MODULE TOTAL

Mark 1 is 49 at 75 weighting
Mark 2 is 58 at 25 weighting

The calculation would be

Mark 1: 0.49 x 75 = 36.7
Mark 2: 0.58 x 25 = 14.5

Add mark 1 and mark 2 overall = 51.2

The overall is 51.2 for this module (unrounded)

Module	M02		
Credits	20		
Assessment type/task	Exam	Practical	Total
Assessment Weighting	40	60	100
Student 1	56	65	61.4
Student 2	68	65	66.2
Student 3	62	62	62
Student 4	68	66	66.8

FINAL OVERALL MARK

EXAMPLES:
A level aggregate is calculated by module grade /120 (credits per level) x module credit weighting (20, 40 etc.)

i.e. 20 credit module which gained 67%
67.4 / 120 = 0.5 x 20 = 11.1 (unrounded)

i.e. 40 credit module which gained 52%
52 / 120 = 0.4 x 40 = 17.3 (unrounded)

So if a student has 2 x 40 credit modules and 2 x 20 credit modules with those marks the calculation is:

Module 1 plus Module 2 plus Module 3 plus Module 4 = aggregate total
17.3   + 17.3   + 11.1   + 11.1   = 56.8

- **If a student is doing a <u>top up</u> - or a single year (i.e. Cert HE) - the level aggregate is rounded for the final mark.**

Module 1 plus Module 2 plus Module 3 plus Module 4 = aggregate total rounded for Level total
17.3   + 17.3   + 11.1   + 11.1   = 56.8   = 57%

- **If a student is doing an FD the unrounded aggregate marks for L4 and L5 would be added and divided by 2 (numbers of years studied)**

i.e. 56.8 +65.4 = 122.2 / 2 = 61.1 rounded for exit mark = 61%

- **If a student is doing a BA the unrounded aggregate marks for L5 and L6 would be added at the ratio of 2:1 (2 x L6 + 1xL5)**

i.e. 65.4 + 65.4 + 56.8 = 187.6 / 3 = 62.5 then rounded = 63%

Level 5 FD Example

Overall		Grade classification		
Weighted Avg (L5)	**Credits**	**Calculation**	**Overall**	**Classification**
		L4 + L5 / 2		
53.4	120	(49.1+53.4)/2=51.7	52	PASS
67.8	120	(62.6+67.8)/2=65.2	65	MERIT
69.5	120	(51.7+69.5)/2=60.6	61	MERIT
71.2	120	(68.8+71.2)/2=70	70	DISTINCTION
46.6	120	(44.1+49.1)/2=46.6	47	PASS

Where a student has not completed all credit – this should be indicated in the credits column and highlighted in red:

Overall	
Weighted Avg	**Credits**
-	40
60.1	120
42.5	120
-	60
70.4	120
-	100

Students who have been withdrawn need to be identified on the marksheet and a withdrawal date provided by the Programme team – these will be included on the minutes

Sheffield Hallam University - Exam Board Presentation of Marks

- **All staff need to have access to assessment regulations and programme specifications for exam board.**
- **The programme team are responsible for student recommendations to Exam Board.**
- **Marks should be stored on Markbook and transferred to SHU markbooks - individual marks/presentation checked following the download**

SHU Assessment regulations can be found at: https://students.shu.ac.uk/regulations/assessment_awards/index.html

ON THE SHU SPREADSHEET:

Grades shown to 1 decimal point, if necessary, e.g.	**65.5 (**Do **not** use a percentage sign)
A grade of 40 should say	**40**
A grade of 0-39 for first submissions *at task/assignment level* should read, e.g.	**26 (R)** (grade plus R for "referral")
A capped grade of 40 (*on resubmission*) should read with original grade in brackets	**40C (48)** (grade plus C for "capped")
A first-time non-submission should read	**N/S** (for "non-submission")
A deferral should read	**DEF** (for "deferral")

ANY mark under 40 and anything which has not just gone through first time should be in red text, as above, to show up easily. This includes tasks which have been failed even if the aggregate grade is a pass.

Students who have been withdrawn need to be identified on the marksheet and a withdrawal date provided by the Programme team – these will be included on the minutes

On SHU markbooks, the Programme Team are required to **use the 'comments column' should outline EC's and/or Reasonable Adjustment Extensions** (e.g., DSA). Failure to do this may result in students being marked as Refer/capped at a pass.

Pearson- Exam Board Presentation of Marks

- **All staff need to have access to assessment regulations and programme specifications for exam board.**
- **The programme team are responsible for student recommendations to Exam Board.**
- **Marks should be stored on Markbook or Smart assessor (for Apprenticeship provision) and transferred to Pearson Markbooks - individual marks/presentation checked following the download**

ON THE PEARSON SPREADSHEET:

Grades shown to Pass, Merit or Distinction	**P, M, D**
A grade below a Pass should read	**R** (for "referral")
A deferral should read	**DEF** (for "deferral")

Student	Overall Unit Mark		Overall Unit Mark		
	Unit 1	Unit 2	Points (HNC/D)	Overall (HNC/D)	Progress to Next Level (HNC ONLY)
Credits	15	30			
Student 1	P	P	420	PASS	YES
Student 2	M	M	660	MERIT	YES
Student 3	M	M	600	MERIT	YES
Student 4	P	R	-	-	NO
Student 5	DEF	DEF	-	-	NO
Student 6	P	R	-	-	NO

- **Please note all values above are indicative and for exemplar purposes only**
- **The overall points and overall outcome (e.g., P, M or D) should be indicated for HND**
- **The progress to next level is for HNC only**

Students who have been withdrawn need to be identified on the marksheet and a withdrawal date provided by the Programme team – these will be included on the minutes

Pearson Assessment Regulations for HN provision can be found at:
https://qualifications.pearson.com/content/dam/pdf/Support/Quality%20Assurance/btec-higher-nationals-centre-guide-to-quality-assurance-and-assessment.pdf