

REGULATIONS ON THE CONDUCT OF ASSESSMENT
SUMMARY OF REGULATORY AMENDMENTS AND/OR ADDITIONS FOR ACADEMIC YEAR
2024/25

The wording in bold reflects the changed wording.

REGULATIONS ON THE CONDUCT OF ASSESSMENT		
Section number	Relevant paragraph(s)	Page(s)
Section 1	<p><i>The membership of the School Progression and Awards Boards has been amended.</i></p> <p>The membership of each School Progression and Awards Board shall comprise a Chair, a Deputy Chair, a Chief External Examiner, the Executive Dean for the School, Vice Dean (Education and Student Experience) for the School, Vice Dean (Equality, Diversity and Inclusion), and the Chairs, the Deputy Chairs or appropriate academic representative of each Department Assessment Board reporting to the School Progression and Awards Board, and representation from the Assessment and Quality Assurance and Standards Committee. and normally a member of the Academic Quality and Policy Office or Student Administration as an observer.</p> <p>A member of the Academic Quality and Policy Office or Student Administration will attend as an observer. A member of the School Administration team will act as secretary to the School Progression and Awards Board.</p> <p>Attendance at the School Progression and Awards Board by the Vice Dean (Equality, Diversity and Inclusion) is optional except where the Vice Dean (Education and Student Experience) holds more than one role in the School Progression and Awards Board, in which case attendance by the Vice Dean (Equality, Diversity and Inclusion) will be required. Attendance at the School Progression and Awards Board by the Deputy Chairs of the Department Assessment Boards or appropriate nominee is optional.</p> <p>Meetings of School Progression and Awards Boards will normally be virtual meetings rather than face to face.</p>	
Section 3	<p><i>The membership of the Department Assessment Boards has been amended.</i></p> <p>The membership of each Department Assessment Board shall comprise a Chair, a Deputy Chair, the Head of Department, the Chair of the School Progression and Awards Board, the Executive Dean for the School, the Vice Dean (Education and Student Experience), Internal Examiners, at least one External Examiner and normally a member of the Academic Quality and Policy Office or Student Administration as an observer. A member of the School Administration team will act as secretary to the Department Assessment Board.</p> <p>Attendance at the Department Assessment Board by the Executive Dean, the Vice Dean (Education and Student Experience) and all Internal Examiners who are not Module Convenors is optional. At least one External Examiner</p>	

	<p>must be present at a meeting of the Department Assessment Board where decisions on module outcomes are being made. All Module Convenors or a nominee must be present at a meeting of Department Assessment Board where decisions on module outcomes are being made.</p> <p>Department Assessment Boards will normally be virtual meetings rather than face to face.</p> <p>The Chair of this Department Assessment Board shall be appointed by the Executive Committee for Assessment. Assessment and Quality and Standards Committee.</p>	
Section 6 (5)	<p><i>Clarity has been provided in the section on the duties of External Examiners.</i></p> <p>The duties of External Examiners will be to:</p> <ul style="list-style-type: none"> (a) comply with the Regulations and Procedures of the University; (b) attend any meeting of a Department Assessment Board of which s/he is a member held to determine the outcomes of examinations; (c) assist in the maintenance of the standard of awards of the University as appropriate, and to help ensure as far as is practicable that the process of assessing students is fair and operated equitably, by: <ul style="list-style-type: none"> (i) advising on whether marking schemes and course content are consistent with national standards; (ii) advising on whether marking schemes and methods of assessment are appropriate to the discipline; (iii) approving draft examination papers and new or amended summative coursework assessments which constitute more than 20% of the final grade for a module. In cases where students develop their own titles, the External Examiner should be sent the assessment guidelines; (iv) moderating the marking of Internal Examiners and adjudicating in exceptional cases of disagreement on marks for work that contributes to a named award; (v) advising Department Assessment Boards of Examiners School Progression and Awards Boards on decisions relating to awards; (vi) advising on proposals to introduce new modules, module amendments and course amendments. 	
Section 8	<p><i>The wording has been amended to state that responsibility for nominations to the role of Chairs/ Deputy Chairs of Department Assessment Boards and Chairs of School Progression and Awards Boards rests with the School's Vice Dean</i></p>	

	<p><i>(Education and Student Experience). Updates also made to the committee's name and chair in this section.</i></p> <p>(1) The Chair of the Executive Committee for Assessment Assessment and Quality and Standards Committee shall be the Senior Vice Principal (Education) Associate Pro-Vice-Chancellor (Quality and Standards).</p> <p>(2) Chairs of School Progression and Awards Boards, and Deputy Chairs, shall be senior members of the academic teaching staff of the University, nominated by the Head of School Vice Dean (Education and Student Experience) and appointed by the Executive Committee for Assessment Assessment and Quality and Standards Committee.</p> <p>(3) Chairs of Department Assessment Boards, and Deputy Chairs, shall be senior members of the academic teaching staff of the University, nominated by the Head of the academic department responsible for teaching the subject concerned Vice Dean (Education and Student Experience) and appointed by the Executive Committee for Assessment Assessment and Quality and Standards Committee. In the case of collaborative provision, the Chair of the relevant Assessment Board may be appointed by the Executive Committee for Assessment Assessment and Quality and Standards Committee.</p>	
Section 10 and 11- Reordering of sections	<p><i>An amendment has been made to the order of the regulations to provide greater clarity. Section 10 on the Quorum for Meetings and Section 11 on the Conduct of Meetings have been moved so that they follow on immediately after section 4, which relates to Boards of Examiners.</i></p>	
Throughout the regulations	<p><i>References to Executive Committee for Assessment have been updated to Assessment and Quality and Standards Committee.</i></p> <p><i>References to the Director of Student and Academic Services have been updated to Executive Director for Student Journey (or nominee).</i></p>	