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| Boards of ExaminersIndependent Observer Report Form | logo-uob |
| *Section 1: to be filled in before the meeting by the secretary* |
| **Faculty/School:**  |
| **Department:**  |
| **Board of Examiners for Units/Courses\* for: 🟋**  |
| *\* please delete as appropriate and list units/courses covered* |
| **Date of meeting:**  | **Number of members required for quorum:**  |
| **Chair:**  | **Number of internal members present:**  |
| **Secretary:**  | **Number of external examiners present:** |
| *Please complete the rest of this form immediately after the Board and return to the Assistant Registrar in the relevant Faculty/School* |
| *Section 2: to be completed by the independent observer* |
| **Observations on examination board processes or application/interpretation of assessment regulations (brief summary):**  |
| *Above cell will expand if completed electronically; otherwise continue overleaf if necessary.* |
| **Any observed good practice which may be worthy of sharing across the Faculties/School:**  |
| *Above cell will expand if completed electronically; otherwise continue overleaf if necessary.* |
| *Section 3: to be completed by the independent observer* |
| **Name:**  |
| **Signature:**  | **Department/Professional Service:** |
| **Date:**  | **Job title:** |

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