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# Agenda and Notice of Meeting

## Meeting: DEPARTMENT OF XXX BOARD OF EXAMINERS FOR UNITS Include level of study (UG or PGT) and subject if necessary

## Date/Time: Day/Date, \*\*:\*\* – \*\*:\*\*

## Venue: Remotely, via MS Teams Update as appropriate – could be a hybrid meeting or all in person.

Time

# Part I Introductory items

## 01 – Welcome

Apologies, introduction of all attendees, confirmation of quorum and reminder of confidentiality and online meeting protocols

## 02 – Declarations of Interest

 To note any declarations of interest.

## 03 – Minutes of previous meeting

 To approve the minutes of the meeting held on xxx.

## 04 – Chair’s Actions

To note action taken by the Chair.

## 05 – Chair’s Report

To note a report from the Chair on the approach taken in advance of the meeting to produce recommendations for the Board to consider.

# Part II

# Items in this part of the agenda arefor consideration

## 06 – Conduct of assessment

To consider and confirm that all assessment (including the setting, marking and moderation) was conducted according to University Regulations and Quality Assurance Code of Practice and can therefore determine whether students have met unit learning outcomes.

## 07 – Assessment marks and unit results

To consider and determine all assessment results, confirming that the marks accurately reflect the standards achieved by students.

As part of the decision-making process the Board will consider (in order):

1. The comments of the unit convenors, as well as external examiners and those unable to attend the meeting, on the adjustments made to delivery and assessment as well as the marking and moderation process.
2. Any unusual circumstances which might have affected the outcome of an item of assessment and any student-reported issues.
3. Decide whether the results for any unit indicate further action is required.

Decisions will be taken by making use of evidence-base including current and historical statistical data for each unit, the typical and atypical ranges for mean unit marks as designated by the University, as well as cohort-based performance data.

In addition, the Board will note any assessment offences.

## 08 – Recommendations

To agree to forward recommendations to Board(s) of Examiners for Courses and the Board of Studies.

## 09 – Any other business

## 10 – Date of next meeting

***If you have any queries or require further information regarding this meeting, please contact:***

***XX***

 ***(ext. 1234. Email: xx@bath.ac.uk)***