

# Minutes of a Meeting of <DEPARTMENT OF XXX BOARD OF EXAMINERS FOR COURSES. Include level of study (UG or PGT) and subject if necessary on <date> at ##:## held remotely via Teams. *Update as appropriate – could be a hybrid meeting or all in person.*

## Present:

(Chair)

(List members)

## In Attendance:

(List members)

## Apologies for absence were received from:

# Part I Business

## Welcome

The Chair noted apologies, introduced attendees, confirmed quorum and reminded attendees of the confidential nature of the meeting as well as online meeting protocols.

## Declaration of interests

The Board noted XXX (NB: If none state ‘none declared’)

## Minutes of previous meeting

The Board considered and approved minutes of the meeting held on XXX.

## Chair’s Action

The Board noted action taken by the Chair to approve: (if none then put ‘no action taken’)

1. XXXX

## Chair’s Report

The Chair reported on the approach taken in advance of the meeting to produce recommendations for the Board to consider.

*Please use this section to include information deemed appropriate about any pre-meetings or reviews of student results in line with the University regulations and policy.*

## External Examiner comments

The Board noted XXX

# Part II Business

## Assessment marks and unit results

The Board noted the unit results from all relevant BEUs for the 20XX/XX academic year, including confirmation 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.

It noted the actions taken to mitigate for any issues with the assessment including any decisions to scale assessment marks and the approach this took.

## Student award/progression decisions

The Board considered the proposed recommended outcome for each student. The Board agreed the recommendation for each student as follows:

1. Noted the outcome under the normal application of the relevant assessment regulations (can include the name of the assessment regulations used),
2. And, if relevant considered the implications of any accepted IMC claims and, if relevant, agreed to recommend a different outcome within the boundaries of the relevant assessment regulations.

In addition, the Board noted any assessment offences.

Detail of the consideration of each student can be found in the appended document XXX BEC Decision Log. *(delete if not applicable)*

## External Examiner comments

The External Examiner(s) was invited to report on the academic quality and standards of the course under consideration. The following key points from the discussion were noted:

XX

## Prizes

The Board agreed to recommend to the Board of Studies that the following prizes should be awarded:

XX

## Recommendations

The Board agreed to forward recommendations to the Board of Studies, as detailed in the appended record, XXX BEC Decision Log. *(delete if not applicable)*

# Part III Business

## Any Other Business

XXX

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

***XX***

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