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| |  |  |  | | --- | --- | --- | | Boards of Examiners  Independent 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:** | | | |