

**Table 1: BoE matrix for progress only assessments (no final assessments, no awards possible)**

	<b>Main BEUs</b>	<b>Main BECs</b>	<b>Supplementary BEUs</b>	<b>Supplementary BECs</b>
Trained Chair & Secretary	Required	Required	Required	Required
Independent observer	Where required, is in attendance	Where required, is in attendance	Where required, is in attendance	Where required, is in attendance
Internal membership (in addition to Chair)	At least one internal examiner representing each unit under consideration	A representative group of internal examiners; [...] the Director of Studies; the nominated Placement Tutor, where the placement year counts towards the degree classification	At least one internal examiner representing each unit under consideration	A representative group of internal examiners; [...] the Director of Studies; the nominated Placement Tutor, where the placement year counts towards the degree classification
External Examiner membership	No	No	No	No
External examiner attendance / involvement	Not applicable	Not applicable	Not applicable	Not applicable
Quorum requirement	Yes — 50% of the membership (rounded up), or two members in addition to the Chair, whichever is the greater	Yes — 50% of the membership (rounded up), or two members in addition to the Chair, whichever is the greater	Yes — 50% of the membership (rounded up), or two members in addition to the Chair, whichever is the greater	Yes — 50% of the membership (rounded up), or two members in addition to the Chair, whichever is the greater

**Table 2: BoE matrix for progress and final assessments (no awards possible)**

	<b>Main BEUs</b>	<b>Main BECs</b>	<b>Supplementary BEUs</b>	<b>Supplementary BECs</b>
Trained Chair & Secretary	Required	Required	Required	Required
Independent observer	Where required, is in attendance	Where required, is in attendance	Where required, is in attendance	Where required, is in attendance
Internal membership (in addition to Chair)	At least one internal examiner representing each unit under consideration	A representative group of internal examiners; [...] the Director of Studies; the nominated Placement Tutor, where the placement year counts towards the degree classification	At least one internal examiner representing each unit under consideration	A representative group of internal examiners; [...] the Director of Studies; the nominated Placement Tutor, where the placement year counts towards the degree classification
External Examiner membership	Yes, as appropriate, at least one	Yes, all	Yes, as appropriate, at least one	Yes, all
External examiner attendance / involvement	Not required to attend or to contribute	Not normally required to attend or to contribute <sup>1</sup>	Not required to attend or to contribute	Not required to attend or to contribute
Quorum requirement	Yes — 50% of the membership (rounded up and excluding external examiners), or two members in addition to the Chair, whichever is the greater	Yes — 50% of the membership (rounded up and excluding external examiners), or two members in addition to the Chair, whichever is the greater.	Yes — 50% of the membership (rounded up and excluding external examiners), or two members in addition to the Chair, whichever is the greater.	Yes — 50% of the membership (rounded up and excluding external examiners), or two members in addition to the Chair, whichever is the greater.

<sup>1</sup> An external examiner on a new course may be expected to attend a progression board where final assessments are considered. External Examiners for apprenticeship courses are expected to attend a progression board where confirmation of apprentice achievement of the academic requirements of Gateway prior to progressing to End Point Assessment are being considered(see [QA35](#) para 7.7.3).

**Table 3: BoE matrix for progress and final assessments (awards possible)**

	<b>Main BEUs</b>	<b>Main BECs</b>	<b>Supplementary BEUs</b>	<b>Supplementary BECs</b>
Trained Chair & Secretary	Required	Required	Required	Required
Independent observer	Where required, is in attendance	Where required, is in attendance	Where required, is in attendance	Where required, is in attendance
Internal membership (in addition to Chair)	At least one internal examiner representing each unit under consideration	A representative group of internal examiners; [...] the Director of Studies; the nominated Placement Tutor, where the placement year counts towards the degree classification	At least one internal examiner representing each unit under consideration	A representative group of internal examiners; [...] the Director of Studies; the nominated Placement Tutor, where the placement year counts towards the degree classification
External Examiner membership	Yes, as appropriate, at least one	Yes, all	Yes, as appropriate, at least one	Yes, all
External examiner attendance / involvement	Not required to attend or to contribute	Not normally required to attend or contribute <sup>2 3</sup> .	Not required to attend*	Not required to attend*
Quorum requirement	Yes — 50% of the membership (rounded up and excluding external examiners), or two members in addition to the Chair, whichever is the greater	Yes — 50% of the membership (rounded up and excluding external examiners), or two members in addition to the Chair, whichever is the greater	Yes — 50% of the membership (rounded up and excluding external examiners), or two members in addition to the Chair, whichever is the greater	Yes — 50% of the membership (rounded up and excluding external examiners), or two members in addition to the Chair, whichever is the greater (see para.)

<sup>2</sup> External Examiners must have had the opportunity to comment on standards for an award to be made (see [QA35](#) paras 7.12 to 7.16)

<sup>3</sup> An external examiner on a new course may be expected to attend a progression board where final assessments are considered. External Examiners for apprenticeship courses are expected to attend a progression board where confirmation of apprentice achievement of the academic requirements of Gateway prior to progressing to End Point Assessment are being considered (see [QA35](#) para 7.7.3).

**Table 4: BoE matrix for final assessments (normally to make awards)**

	<b>Main BEUs</b>	<b>Main BECs</b>	<b>Supplementary BEUs</b>	<b>Supplementary BECs</b>
Trained Chair & Secretary	Required	Required	Required	Required
Independent observer	Where required, is in attendance	Where required, is in attendance	Where required, is in attendance	Where required, is in attendance
Internal membership (in addition to Chair)	At least one internal examiner representing each unit under consideration	A representative group of internal examiners; [...] the Director of Studies; the nominated Placement Tutor, where the placement year counts towards the degree classification	At least one internal examiner representing each unit under consideration	A representative group of internal examiners; [...] the Director of Studies; the nominated Placement Tutor, where the placement year counts towards the degree classification
External Examiner membership	Yes, as appropriate, at least one	Yes, all	Yes, as appropriate, at least one	Yes, all
External examiner attendance / involvement	Not required to attend or to contribute	Required (see QA35 section 7)	Not required to attend or to contribute <sup>4</sup>	Not required to attend or to contribute <sup>4</sup>
Quorum requirement	Yes — 50% of the membership (rounded up and excluding external examiners), or two members in addition to the Chair, whichever is the greater	Yes — 50% of the membership (rounded up), or two members in addition to the Chair, whichever is the greater, and always including at least one external examiner (see para.7.2.1)	Yes — 50% of the membership (rounded up and excluding external examiners), or two members in addition to the Chair, whichever is the greater	Yes — 50% of the membership (rounded up and excluding external examiners), or two members in addition to the Chair, whichever is the greater

<sup>4</sup> External Examiners must have had the opportunity to comment on standards for an award to be made (see [QA35](#) paras 7.12 to 7.16)

