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# Minutes of a Meeting of <DEPARTMENT OF XXX BOARD OF EXAMINERS FOR UNITS 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
2.

## Chair’s report

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

# Part II Business

## Conduct of assessment

The Board considered and confirmed 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.

## Assessment marks and unit results

The Board considered and determined all assessment results, confirming that the marks accurately reflect the standards achieved by students, as detailed in the appended record.

In confirming assessment marks and unit results the Board considered (in order):

1. The comments of the unit convenors, as well as external examiners and those unable to attend the meeting, on the delivery and assessment as well as the marking and moderation process.
2. Any unusual circumstances (for example disruption due to industrial action) which might have affected the outcome of an item of assessment, including any student-reported issues.
3. Whether the results for any unit indicated further action was required.

Decisions were made using an evidence-base which included 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 noted any assessment offences.

## Recommendations

The Board agreed to forward recommendations to Board(s) of Examiners for Courses and the Board of Studies, as detailed in the appended record.

## Any other business

XXX

## Date of next meeting

XXX