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# Agenda and Notice of Meeting

## Meeting: DEPARTMENT OF XXX BOARD OF EXAMINERS FOR COURSES 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.

## 06 – External Examiner comments

 Any initial comments from the External Examiner(s) on academic standards.

# Part II

# Items in this part of the agenda arefor consideration

## 07 – Recommendations from Boards of Examiners for Units (BEU)

To receive the unit results from all relevant BEUs for the 20XX/XX academic year. Including information about any scaling decisions and the approach taken by the BEU.

To note confirmation from the BEU 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.

## 08 – Individual Mitigating Circumstances

 To note the decisions and recommendations agreed by the IMC panel.

## 09 – Individual Student Outcomes

 To agree the recommendation to the Board of Studies for each student.

The Board will agree the recommendation for each student as follows:

1. Note the result under the normal application of the relevant assessment regulations (can include the name of the assessment regulations used).
2. If relevant consider the implications of any accepted IMC claims and, again if relevant, agree a different outcome within the boundaries of the relevant assessment regulations.

In addition, the Board will note any assessment offences.

## 10 – Report of the External Examiner

To consider a verbal report on the academic quality and standards of the course from the External Examiner(s), and to discuss the course overall, including standards and future developments.

## 11 – Prizes

 To agree the award of (or nomination for) student prizes

## 12 – Recommendations

 To agree to forward recommendations to Boards of Studies

# Part III

## 13 - Any Other Business

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

***XX***

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