Al-Maktoum College of Higher Education

Guide to Assessment Boards for Programmes Awarded by Abertay University

Department/Team	Guide
Academic	Guide 001

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Contents

This guide follows the same format as Abertay University's Guide to Assessment Boards. The College is adopting the same format and follows Abertay University's procedures.

1 Types of Boards

There are two types of assessment boards:

1. Subject Assessment Boards (SABs) (Abertay University for franchised awards, Al-Maktoum College for validated awards): These boards confirm student grades and review student performance on a module.

2. Programme Assessment Boards (PABs) (held at Abertay University): These Boards take place after the subject assessment boards and review the performance of each individual student in order to make decisions about eligibility to progress to the next stage of study. The PAB also confirm the award outcome such as degree classification for those completing their studies.

2 Principles

The following principles should be followed when making decisions:

a. Must be consistent with the academic regulations in force at the time.

b. Must be inclusive to ensure that a breadth of perspectives are available to the board to ensure decisions are fully informed.

c. Must be applied consistently across all Schools/Divisions.

d. Must be consistent with the Professional Statutory and Regulatory Bodies (PSRB) requirements for the award of the degree/programme.

e. Must be applied consistently with our partner institutions.

f. The profiles for all students must be considered by the boards.

g. External examiners should be invited to attend all boards related to their programmes and modules.

h. Board discussion should include reflection on cohort performance (this evidence-base can help inform annual reports).

3 Standard Agenda for SABs and PABs

This should be as follows:

1. Attendance & Apologies for Absence

2. Confidentiality of Proceedings

3. Date and Minutes of Previous Meeting

4. Matters Arising / Homologation of Chair's actions since Previous Meeting

5. Contractual Aspects of Module/Programme Delivery or Assessment

6. Consideration of Student Performance

7. External Examiners' Comments (to be provided prior to the Assessment Board if unable to attend)

8. Subject / Programme Assessment Board Key Action Points

9. Date of Next Meeting

10. Any Other Business

4 Board Considerations

Important considerations on which the SAB and PAB should reflect:

a. It is crucial to ensure that all members are aware of the importance of Assessment Boards (SAB and PAB) to resolve issues of academic judgement on the performance of students.

b. There is a robust process to ensure External Examiners are kept appraised of the method of operation of boards and of all meetings of boards; and are in receipt of all documentation presented to boards.

c. Boards should not be reconvened (unless the main board is postponed or interrupted for a reason e.g. fire alarm). All post-Board decisions must be submitted as Chair's actions to Student Administration at Abertay, stuadmin@abertay.ac.uk

4.1 Subject Assessment Boards

4.1.1 Deadline for Data Entry and Preparation of Output

By the deadline, each module leader should have entered unit grades via MyLearningSpace (MLS) and checked to be correct and complete via Module Mark Checking pages on OASIS.

At this stage no further changes may be made until the Subject Assessment Board. Please note that any changes in MLS after the deadline will not pass back to OASIS and must be emailed to Student Administration prior to the board.

4.1.2 Heads of Division / Student and Academic Services (SAcS)

Heads of Division are expected to work closely with SAcS staff to ensure that preparation for the Assessment Board is completed in a timely manner. In particular it is a joint responsibility to ensure that the key deadlines are publicised and that every reasonable effort is made to observe them. As Chair of the Subject Assessment Board, the Head of Division is responsible for ensuring that the record of the meeting is clear and agreed. Heads of Division and SAcS staff have a responsibility to ensure that the University regulations and procedures (as outlined in this guide) are adhered to.

4.2 Membership of Boards

Subject Assessment Boards

Chair: Head of Division1

Deputy Chair: School TQLE2

Members: Programme Leader(s)
Module Leaders
School Academic Advisor
External Examiners

Director of Student and Academic Services
SAcS Administrative Officer
Representatives from Partner Institutions if their modules are being considered

Quorum: 5 people including the Chair or Deputy Chair and either the Director of Student and Academic Services or the SAcS Administrative Officer.

Undergraduate and Postgraduate Taught Programmes membership:

Chair:	Dean of AbLE
Deputy Chair:	Dean of School
Members:	School TQLE4
	Head of Division
	Programme Leader(s)
	School Academic Advisor
	External Examiners for the programme (for relevant stages)
	Director of Student and Academic Services
	Student Administration Manager
	Dean or TQLE from another School
	Representatives from Partner Institutions if their awards are being considered
	Up to 3 additional people if it is felt useful to have others present

Secretary:	SAcS Administrative Officer
Quorum:	5 people including either the Director of Student and Academic Services or the SAcS Administrative Officer.

Postgraduate Research Programmes Membership

Chair:	Dean of Research and Graduate School
Deputy Chair:	A Dean of School
Members:	Research Executive School Leads
	Director of Student and Academic Services
	Student Administration Manager
Secretary:	SAcS Administrative Officer
Quorum:	4 people including either the Director of Student and Academic Services or the SAcS Administrative Officer.

Schools / Divisions can propose the order in which Programme Assessment Board information is presented in order to efficiently manage the amount of time external examiners may need to sit through a board where data is not relevant to them.

4.2.1 Consideration of Student Performance at SABs

Most decisions should be Pass or Fail (not Defer) and all decisions should be made on the information provided by SAcS.

a. Credit will be awarded for a module where a student has achieved a grade of A+, A, B+, B, C+, C, D+ or D or a P 'pass' grade (where pass/fail is used).

b. MF, F and NS are fail grades and no credit will be awarded.

c. Where a student has a grade of NS for any unit of assessment, they will receive an overall module grade of NS. This applies also to dissertations and projects. This applies even if there is an IN incomplete unit.

d. A minimum grade of MF must be achieved in each unit of assessment in order to receive a passing grade.

The output placed before the Subject Assessment Board should be considered page by page, module by module.

4.2.2 Consideration of Student Performance at PABs

The decisions that a Programme Assessment Board can make include:

a. Progress
b. Confer Award
c. Re-assess (noting the eligible modules)
d. Progress and Carry (noting the module that will require repeat study)
e. Re-enrol
f. Withdraw
g. Condonement of a module where this conforms to the academic regulations in force at the time.

The output placed before the Programme Assessment Board should be considered student by student and page by page.

4.3 Recording Decisions

a. Changes will be recorded by the SAcS staff in attendance including any minute relating to the decision

b. After the SAB/PAB is concluded SAcS Administrative staff will record agreed changes and minute codes directly into SITS, the University student records system.

c. Module grades agreed at the Subject Assessment Boards will be used by SAcS to generate progression and award decisions for consideration at the Programme Assessment Board, in accordance with the Academic Regulations.

5 Minute Codes

These codes represent the student circumstances discussed. Some discussions will result in the grade being changed, whilst others will not. These codes will be written next to the student's name to indicate that a discussion took place.

SAB Codes:

(a) GA – Grade awarded (the Board may award a grade based on its judgement – in these cases only an additional detailed minute will be kept justifying the awarded grade. NOTE: WHEREVER POSSIBLE Boards must identify the relevant unit grade changes required consequent to changing a module grade).

(b) LE – Late evidence (the Board may change a grade based on acceptable late evidence)

(c) PA – Previous Attempt (where a better grade has been achieved at the main diet and is carried forward to the resit diet)

(d) PLI – Plagiarism under investigation – decision is Defer with NS grade until resolved

(e) PLNP – Plagiarism not proved (the Board will record the actual grade achieved)

(f) PLP – Plagiarism proved (following decision of Student Disciplinary Committee – Unit Grade to change to 0 PL)

PAB Codes: A code is used to represent the Board discussion. Some discussions will result in the indicated award decision being changed, others will not. These codes will be written next to the student's name to indicate that a discussion took place.
The codes are detailed in the appendix at the end of this document.

6 Mitigating Circumstances

Staff in the Support Enquiry Zone (SEZ) make decisions on mitigating circumstances requests if the documentation is clear. Cases which require further follow-up, will be reviewed by the School Academic Advisor, supported by SAcS Administrative staff who will record the decision in SITS prior to the SAB. TQLEs will deputise if needed. School Academic Advisors will meet to review difficult decisions post hoc to synchronise thinking and ensure consistency of decisions across the University. No mitigating circumstances will be heard at any board to preserve student confidentiality.

7 Releasing Results to Students

7.1 On receipt of the agreed output from SABs or PABs, amendments and the relevant coded minutes, changes will be entered into SITS by SAcS staff (a typical minute would be 'LE – Unit 1 amended from 0 NS to 4.5 A+').

7.2 Confirmed unit and module grades, and progression and award decisions, will be released to students through OASIS. Students will have already had access to their provisional results at the unit level.

Staff should direct students to OASIS for their results.