

Part 1: Academic Quality Framework

Section 13: Assessment Board

Introduction

1. For every programme leading to an ICMP award, Academic Board will appoint and delegate responsibility to an Assessment Board to consider and approve the progression of students and conferment of awards.
2. The Assessment Board is accountable to the Academic Board and no recommendation for the conferment of an award may be made by another other than the Assessment Board

Types of Assessment Board

3. Assessment Boards are organised into two tiers:
 - i. **Module Boards** meet semesterly in order to confirm marks and award credit to the students who have undertaken modules in that semester;
 - ii. **Progression and Award Boards** meet not less than once a year in order to determine the eligibility of students to progress to the next level of study and confirm awards on behalf of the Academic Board.

Conduct of Assessment Boards

4. Assessment Boards act under delegated authority from the Academic Board.
5. All decisions about the outcomes of assessment for every student must be made either by an assessment board or by the Academic Board. The Academic Board takes such decisions only in the case of posthumous or aegrotat awards.
6. All decisions made by assessment boards must be consistent with the requirements of these academic regulations.
7. Decisions of an Assessment Board are normally taken at a full, quorate meeting of the board (See Annex 1). A full meeting of the board is permitted to delegate to the chair, or to a defined subset of members, the authority to take decisions about individual students between meetings of the board. When decisions are taken by the chair or a delegated subset of the board, the chair of the board must ensure that the decision is recorded in the minutes of the next board meeting. When the defined subset does not include an external examiner, the chair must ensure that the relevant external examiner(s) are appropriately consulted.
8. Assessment Boards are attended by external examiners, who are subject experts from other UK universities or with equivalent experience gained elsewhere. External examiners provide an independent point of reference for the standards of ICMP awards. They are sufficiently experienced to make judgements about the standards of ICMP awards compared with those of other UK providers. External examiners comment on the nature and scope of assessment, as well as on the achievement of individual students (of whom they see a sample of work). They do not, however,

moderate or adjust the marks of individual students of whom they see only a representative sample within each programme.

9. The minutes of Assessment Boards must record the decisions of the board and the reasons for those decisions and must comply with the format specified by the Registrar.

Module Boards

10. The following information will be made available to a Module Board:
 - i. marks for all assessment components and the weighted module mark for each student for all modules in the programme;
 - ii. The record of study for each student on each module within the programme;
 - iii. notification of students/modules in which allegations of academic misconduct are under investigation;
 - iv. the decisions of the extenuating circumstances panel relating to each student coming under consideration at the board;
 - v. statistical data on the profile of marks for each module.
11. Information other than that specified will not be considered by an assessment board. Students will not be considered anonymously at the board but the board will not take account of individual student's circumstances except where directed by an extenuating circumstances panel
12. A Module Board is responsible for all the modules belonging to a specific programme. The Module Board determines the mark which the work merits on the basis of the academic quality of the work; it is not responsible for applying or removing any cap as a result of extenuating circumstances or academic misconduct. Where it is operationally convenient, a group of Module Boards may meet concurrently provided that each board is quorate.
13. The mark agreed by the Module Board will automatically be capped where the module is resat or retaken. That cap may be removed by the Extenuating Circumstances Board. The mark agreed by the Module Board may also be capped or amended by the application of a penalty for Academic Misconduct. A cap or penalty may be lifted or a mark may be quashed as a result of an appeal, but an Appeals Panel has no authority to change the mark agreed by the Module Board.
14. Students who fail a module at the first sitting have the automatic right to resubmit and do not require authorisation by a board. Where a student has failed a module at the resit opportunity, the Module Board will consider the case and will permit the student to retake the module where either:
 - i. The student has never previously retaken this module; or
 - ii. The Extenuating Circumstances Panel has accepted claims relating to both the first sit and resit attempts of either the original take or the retake of the module.

15. In no case will the Module Board ever permit a student to retake a module a third time.
16. A student who has not passed a core module, and has no further right to resubmit or retake may not remain registered on their award.
17. Where that student would be eligible to complete another named award in the same programme their registration will be transferred to that award. Otherwise their registration will be terminated.

Progression and Award Boards

18. An Award Board will normally consider all ICMP awards completed since the meeting of the last relevant Award Board, but where operationally convenient an Award Board may be convened to consider only a subset of awards (for instance relating to a specific Programme). The Award Board will make awards to all students who have completed their module diet and achieved enough credit to be awarded the named award for which they are registered. Where awards are classified, the Award Board will determine the classification. Where awards are conferred with merit or distinction, the Award Board will determine whether merit or distinction is appropriate.
19. The following information will be made available to an Award Board:
 - i. the record of study for each student coming under consideration at the board;
20. Information other than that specified will not be considered by an assessment board. Students will not be considered anonymously at the board but the board will not take account of individual student's circumstances except where directed by an extenuating circumstances panel.
21. Where students have withdrawn, been terminated or otherwise left ICMP without completing the award for which they were registered, the Award Board will determine whether there is another award within the programme for which that student is eligible, and will make the highest such award.
22. Marks and awards are made to students only following the decision of an assessment board, which incorporates external scrutiny. Credit may be awarded either by an assessment board or through the accreditation of prior learning at the point of admissions.

Appendix 1: Terms of Reference

Progression and Award Board – Terms of Reference

The terms of reference of the Award Board are:

- To receive approved module marks and the award of associated credits for each student presented for an ICMP award;
- To determine and approve the eligibility of student to progress to the next level of study;
- To examine individual student records of assessment;
- To assess whether students are eligible for an award and to make such awards, with the appropriate classifications, if applicable.

Membership

- Chair: Dean (or Deputy Dean where nominated by the Dean);
- Programme Leader(s) (or Deputy Programme Leaders where nominated by the Programme Leader) for all Programmes under consideration by the Board;
- External Examiner(s) for all Programmes under consideration by the Board;
- Registrar (or nominee)

The servicing officer will be nominated by the Registrar.

Quorum

The quorum for meeting is 6 members to include:

- The Chair
- The Registrar (or nominee)
- At least one External Examiner

Frequency of meetings

Awards Boards will normally meet not less than once per year.

Module Board – Terms of Reference

The terms of reference of the Module Board are:

- To consider the results of each module in the Programme;
- To confirm the marks awarded to each student in respect of all modules within the Programme;
- To award credit for the achievement of students on modules;
- To determine whether students may retake modules in the case of failure;
- To note any awards of credit made by RPCL or RPEL;
- To note any decisions of the Extenuating Circumstances Panel or Academic Misconduct Panel;
- To assure appropriate standards on modules.

Membership

- Chair: Dean (or Deputy Dean where nominated by the Dean);
- Programme Leader (or Deputy Programme Leader where nominated by the Programme Leader) for the Programme;
- Module Leaders (or nominees) for all modules under consideration at the board;
- External Examiner(s) appointed to the Programme;
- Registrar (or nominee).

The servicing officer will be nominated by the Registrar.

Quorum

The quorum for meeting is 6 members to include:

- The Chair
- The Registrar (or nominee)
- At least one External Examiner

Where several module boards meet concurrently, the chair must be a member of the Senior Academic Team or a Programme Leader from a programme not before the board. Programme leaders are not permitted to chair part of a meeting when their own programme is under consideration in another part of the same meeting.

Frequency of meetings

Module Boards will normally meet Semesterly after each assessment period, and not less than once per year.

Version number	Date approved	Reason for production/revision	Author	Proposed next review date
V1.0	June 22 Academic Board	Creation of document	Deputy Registrar	Annually and as required
Related policies				
External Reference				
<p><i>UK Quality Code for Higher Education</i>: Expectations for Quality. ICMP has processes for ensuring that courses are well designed, provide a high-quality experience and enable achievement to be reliably assessed. This is monitored through our Academic Governance framework and detailed in this Quality and Governance Manual.</p>				