

## **BUV SENATE**

Board of Examiners  
Terms of Reference

Doc. Ref.:04/2023/BE/BUV-SENATE

Approved by: Chair of Committee

Approved Date: 5 April 2023

Effective Date: 6 April 2023

Version No: 1.2



## **BOARD OF EXAMINERS TERMS OF REFERENCE**

The Board of Examiners Terms of Reference are valid for all programmes running at BUV. This includes both BUV own degrees and the ones from partner institutions. For programmes from partner institutions, all authorities and duties are restricted to internal examination boards only.

### **1. Authority of the Board**

The Board of Examiners is a committee of Senate and will provide reports and/or advice to the Senate.

The Board of Examiners is responsible for considering student performance on individual modules comprising a programme of study and ratifying the assessment results for those modules in accordance with the appropriate Assessment Regulations. In determining results, the Board of Examiners will pay due regard to the maintenance of academic standards and the fairness and consistency of the assessment process

The Board of Examiners is not vested with the power to confer awards to students. Rather, it is charged with monitoring the academic standards and performance data of the modules within its remit.

### **2. Duties of the Board**

- i. To ensure all decisions made about individual students are taken with due regard for the principles of equity, impartiality, and consistency.
- ii. To ensure all decisions made by the Board are taken in accordance with the appropriate Assessment Regulations.
- iii. To approve and ratify the marks in the Pre-Board Assessment Grid for the assessment and reassessment of individual students registered on modules considered by the Board, taking into account any extenuating circumstances and academic misconduct which have been approved or are otherwise pending approval.
- iv. To determine the reassessment arrangements in respect of students who have not satisfied the criteria to pass a module considered by the Board and notify the relevant departments of such arrangements and/or the outcomes of those arrangements.

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- v. To monitor student performance in relation to module marks and statistics and confirm that the standards achieved in the modules under consideration are being maintained and are consistent with comparable standards in the sector.
- vi. To identify any anomalies in student performance or other cause for concern which may indicate a course management issue has arisen that could lead to an injustice occurring in the Board's decision-making, and/or the application of the Assessment Regulations. In such cases, the ratification of results for the module(s) concerned should be deferred and the matter investigated.
- vii. To consider relevant recommendations of the Appeals Committee in respect of student's appeals.
- viii. To implement the appropriate penalty in the event of it being established that a student has breached regulations relating to Academic Misconduct.
- ix. To consider and approve formal progression decisions for each student and their continuation or discontinuation on a programme of study.
- x. To ensure that decisions on module results are accurately recorded and are available to the Academic Board.
- xi. To ensure all discussions undertaken by the Board remain confidential.
- xii. To own procedures related with examination activities, including but not limited to guidance for students on expectations of their attendance at, and conduct during examinations. The Board of Examiners review the Exam Regulations Procedure every 02 years.
- xiii. Members must undertake any actions delegated to them by the Board by the agreed deadline.

### **3. Membership**

The membership for meetings of the Board shall comprise:

Appointed members:

- University Registrar (Chair)
- Dean
- Head Academic Quality

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- Exams Office Managers
- Secretary of Senate and Committee

Nominated members shall serve for a term of two years

### **4. Quorum**

Meetings shall be quorate when at least one half of the total prescribed membership is present, including the Chair. Where a loss of quorum is identified, meetings may be adjourned until a time determined by the Chair.

### **5. Appointment of Chair/Deputy Chair**

The Chair of the Committee shall be the University Registrar. The Chair has the casting vote in committee deliberations.

The Chair shall nominate an Acting Chair if the Chair is unable to attend a scheduled meeting or hearing.

### **6. Removal of a member from office**

The Chair may terminate a person's membership for misconduct following consultation with the Vice-Chancellor.

### **7. Meetings and Hearings**

The Board shall determine its schedule of meetings annually in advance and meet as scheduled.

Meetings of the Board of Examiners will be scheduled to best facilitate student progression and achievement and to ensure that all marks/grades and decisions regarding reassessment are available for any associated Board of Examiners for partners.

Board decisions may be made at a meeting or after the meeting by Chair of the Board.

Board members are required to undertake sufficient preparation in advance of scheduled meetings of the Board so as to be able to properly contribute to the deliberations and decision-making of the Board.

### **8. Observers**

Observers are welcome with the Chair's permission and provided they advise the Secretary in advance. Observers are entitled to see and hear the proceedings of the meeting but have no voting rights and no right to speak at meetings, unless invited to do

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so by Chair. Observers must leave the meeting when requested by the Chair, or if any matters are to be considered in a closed session.

### **9. Board reporting**

The Board of Examiners will report to the Senate.

### **10. Agendas and Minutes**

Members will be notified by email of the location and availability of material. Members are encouraged to bring laptops, iPads or similar equipment to meetings in case of viewing documentation online.

Responsibility for maintaining appropriate records management for the Board rests with the Secretary under the direction of the Chair. All Board documentation shall be retained and shelved alongside student profiles

### **11. Evaluation and Review**

To ensure the Board is fulfilling its duties, it will undertake an annual self-assessment of its performance against these terms of reference and provide that information to the Senate, along with any information that the Senate requests to facilitate its review of the Board's performance and its membership.

The Academic Compliance Office shall review these terms of reference every two years, in conjunction with the Board, and provide a report, including any recommendations, to the Senate.

### **12. Supporting Documents**

All assessment related procedures

### **13. Related Documents**

Senate Terms of Reference.

### **14. Document Responsibilities**

Policy Owner	:	Chief Academic Officer
Policy Delegate	:	Chair of the Board of Examiners

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### **15. Approval Details**

Approving Authority	:	Senate
Approval Date	:	25 August 2020
Approving Authority (Version 1.1)	:	Chair of Academic Board
Approval date (Version 1.1)	:	4 January 2022
Approving Authority (Version 1.2)	:	Senate
Approval date (Version 1.2)	:	5 April 2023