Exam Committee Guide

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Introduction

This guide is intended as a support document for members of examination committees (not including UMP examination committees).

This guide's main purpose is to give operational information about conducting an examination committee. It is hoped that the adoption of practices in the guide will provide a level of consistency in assessment practices that reflect both quality and University standards.

You should also refer to the regulations on the authority, membership and conduct of Examination Committees. Members of the examination committee, and in particular the Chair and the Secretary, should be familiar with the University's policies, procedures and regulations governing assessments and examination committees.

Confirmation of the Examination Committee Dates

Examination committee dates for all courses and every academic session in the forthcoming academic year should be organised and agreed prior to the start of the new academic year.

The Course and Student Administration Team will share a Google spreadsheet with Academic Administration Managers during the summer academic session each year so that this information can be collected for every course in every Faculty. The Course and Student Administration Team are responsible for maintaining this data on the University's course and student information system.

The examination committee date will be the student's date of award. Examination committees could not be held if the examination committee dates were not recorded on the course and student information system; documentation for the examination committees e.g. student records, could not be produced and students would not be able to register for graduation online.

Module Mark Upload

Academic staff must upload the marks and grades for the modules they lead by the approved deadlines detailed within the examination committee schedules.

A mark upload guide is available for members of staff with responsibility for uploading marks and grades.

The Course and Student Administration Team will monitor mark and grade upload and identify any modules where marks and grades have not been uploaded by the deadline. This will be reported to Examination Committee Chairs. Missing marks and grades will delay the production of examination committee documentation e.g. student records and the issuing examination letters.

Student Records / Reports for the Examination Committee

Following mark and grade upload (by the deadlines), the Systems Managers within the Course and Student Administration Team will, with their staff, run checking programs on the course and student information system to ensure that students' records are up-to-date and to determine whether students qualify for an award and if so, the classification achieved.

The Systems Managers will, with their staff, check the position of every student being considered at the examination committee. Examination letters will be issued (on the course and student information system) for students where appropriate. These examination letters will be displayed on the student record.

The Systems Managers will produce the final student records and reports for the examination committee. This documentation will be sent to the Programme Portfolio Managers.

Other Documentation for the Examination Committee

The Examination Committee Secretary is responsible for ensuring that comprehensive and accurate documentation is prepared for the examination committee e.g. the agenda, minutes from the previous examination committee, marksheets and the student records and reports issued by the Course and Student Administration Team.

The Examination Committee Secretary is responsible for preparing minutes of the meeting which provide a detailed and accurate record of the Committee's proceedings.

Pre Examination Committee Meetings

It is recommended that pre examination committee meetings are held in order to ensure that the necessary documentation is complete and accurate for consideration by the examination committee.

Issues relating to module marks and grades e.g. incorrect marks and grades have been uploaded, should be corrected where possible prior to the examination committee and new student records and reports requested via the Course and Student Administration Team.

Queries relating to error/warning messages on students' programmes of study can be addressed to the Course and Student Administration Team. The Guide to Programme Error / Warning Messages can be used if colleagues are not familiar with certain error / warning messages.

Queries relating to recommended examination letters can be addressed to the Course and Student Administration Team.

Students missing from the student records who will be considered at the examination committee should be identified and confirmed to the Course and Student Administration Team. Updated documentation can be requested via the Course and Student Administration Team ready for the examination committee.

Course Specific Regulations

At least one copy of the current course regulations must be available ready for the examination committee meeting. The Chair should familiarise themselves with these regulations. If any student being discussed at the meeting is subject to a previous set of regulations then a copy of the appropriate course regulations should also be available at the meeting

Mitigating Circumstances

The examination committee will receive, via the Mitigating Circumstances Template, a list of students who have had mitigating circumstances claims agreed by the Mitigating Circumstances

Panel (MCP). Details of the individual claims will not be included. The Examination Committee Chair will receive details of all of the claims considered by the MCP including those not agreed. This list is to be used by the Chair only to clarify any queries that members of the committee may have concerning whether or not a student's situation has been considered. The committee may not question the decision reached by the MCP.

The examination committee must offer the student a resit, or in relevant circumstances a retake, if it has been determined that the student has been affected by mitigating circumstances. An MCP can decide whether it is appropriate to offer a resit, if it is deemed that the student would still be affected when the resits are due to take place. If the MCP determines that it will be inappropriate to offer a resit, then this will be marked on the Mitigating Circumstances Template. In this situation the exam committee can then allow a retake of the module without the need for a resit to be attempted first.

For further information about Mitigating Circumstances see the Mitigating Circumstances Regulations.

The Examination Committee: Student Progression

Student progression should be considered and discussed prior to the conferment of awards. All marks must be approved, or moderated and then approved having taken into account any agreed mitigating circumstances. Once the committee considers the conferment of awards there should be no changes made to individual assessment marks, i.e. marks must not be manipulated to change the outcome of a final award.

The Chair should delegate responsibility to a member of the examination committee (such as the course administrator or other nominee) to hold the master copy of the marksheet. During the meeting the delegated member must annotate on the marksheet any moderation to the marks. The moderated marks must be clear and unambiguous on the marksheet. This marksheet should be signed by the Chair once all marks have been approved and archived as the final copy. The minutes should clearly document why a moderation was made and for this reason the Chair may consider another member of the committee, other than the course administrator, to be more appropriate for annotating the marksheet.

The Exam Committee: Conferment of Awards

The student records will show whether a student has qualified for an award and if so, the classification achieved (determined by the overall average shown in the summary information).

These are the awards and classifications which will be conferred unless otherwise marked up on the student records. A member of the examination committee must be responsible for noting / recording the awards being made and noting any changes *clearly* within the student records. Corrections must not be made on the student records in pencil.

The student records along with the Examination Committee Form (which will be signed by the Examination Committee Chair, the External Examiner and the Systems Manager) will be the official record of awards made at the committee and must be held in the University archives permanently.

Documentation to Return to the Course and Student Administration Team

The student records from the examination committee must be returned to the link Systems Manager within the Course and Student Administration Team along with the Examination Committee Form, signed by the Examination Committee Chair and External Examiner plus the moderated (signed) marksheets. This must be done by the deadline as recorded in the examination committee schedules.

Post Examination Committee Processes

The Course and Student Administration Team will process the moderated marksheets from the examination committee.

The Course and Student Administration Team will run their examination committee checking reports and determine if awards can be processed.

If awards can be processed:
- the Course and Student Administration Team will update award statuses to 'awarded' and sign off the awards (on the Examination Committee Form); award results and examination committee letters are released; transcripts can be generated and sent; a list of the newly issued examination committee letters is generated and used within the Team to check and process new completion dates and modes of study (for repeat study).

If awards cannot be processed:
Either (i) there will be a query regarding the information within the student records returned from the examination committee e.g. a mark change has resulted in a change of award classification / status but this has not been calculated correctly within the examination committee or (ii) a student has been awarded a mitigating circumstances grade with a pass mark for a module.

If (i) then the Course and Student Administration Team will
- contact the Faculty, advise of the issue and confirm for the Examination Committee Chair and Secretary the correction that will be made on the course and student information system (by the Course and Student Administration Team),
- correct and annotate as appropriate the student records (from the examination committee),
- update the classification / status on the course and student information system, sign off the awards (on the Examination Committee Form), release award results and exam committee letters, generate and send the transcripts,
- generate a list of the newly issued exam committee letters (for Team use) to check / process new completion dates and modes of study (for repeat study).

If (ii) then the Course and Student Administration Team will
- contact the student, advise of the imminent examination committee letter that they will be receiving and ask them to confirm whether they want to undertake the resit or accept the award, by a stated deadline (4.30pm on the day that results are released). If the student accepts the award then the classification / status will be updated on the course and student information system by the Course and Student Administration Team, the Systems Manager will sign off the awards (on the Examination Committee Form) and award results will be released and a transcript will be produced.

Examination Committee Document Filing

The Course and Student Administration Team will file the student records from the examination committee, the Examination Committee Form (signed by the Chair, External Examiner and the Systems Manager) and the moderated marksheets.

Examination committee minutes should be stored by the Faculty in a secure, but accessible, location for a period of ten years, after which they should be archived. See [regulations on the authority, membership and conduct of Examination Committees](#) for further information regarding examination committee minutes.

Late Mark or Grade Changes / Chair's Action Period

A correction to a module mark or grade which has not been recorded within the original examination committee student records can be submitted to the Course and Student Administration Team using the module mark or grade amendment form (see staff forms). This form must be authorised by the module leader, Chair of the Examination Committee and the link Systems Manager within the Course and Student Administration Team. Where a change to a module mark or grade has been authorised and this will change the award status and / or classification of the student, this must be formally reported and minuted at the subsequent meeting of the exam committee.