

Regulations for Boards of Examiners

Version	Update and Reason	Author and Title
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1. Introduction and purpose

1.1 Purpose

On behalf of Academic Board to exercise the fair and just use of regulations and uphold academic standards in respect of the assessment of students on taught courses.

The Examination for each course shall be conducted by a Board of Examiners. Where a course has more than one Board of Examiners the structure of Boards shall be approved by Academic Board.

1.2 Membership

- I. Chair.
- II. External Examiners.

1.5 Meetings of Boards of Examiners

- I. The results of the examination shall be determined by meetings of the Board of Examiners. Such meetings shall have a formal agenda.

- IV. has successfully completed the training, organised by the Academic Quality team (ExternalExamining@RVC.AC.UK) before the appointment can be confirmed.
- V. A nominee should meet any requirements set by any relevant PSRBs and collaborative partner(s) for the programme in question.

Exam Board Chairs are normally appointed for a period of 4 years. The appointment can be renewed after 4 years for a maximum tenure of 8 years.

2.2 Deputy Chair

The Board of Examiners shall have a Deputy Chair appointed by the Academic Board.

A Deputy Chair:

- I. is independent of the course i.e., nominee should not hold a role of a curriculum manager for the course or year of the course and ideally should not have been involved in the delivery of teaching and assessment for the course or year of the course to which Board they are being appointed.
- II. is a permanent member of staff at the RVC i.e., nominee cannot be in their probationary period and should be at the level of a lecturer or above. They do not necessarily need to have previous experience of chairing Exam Boards (this would help widen the pool of candidates for this position).
- III. is gradually appointed to the role by observing the work of the Chair in their 1st year of appointment. In the 2nd and 3rd year of appointment, the Deputy Chair is expected to increase their involvement, by Chairing either the main or resit Exam Board, with support of the Chair. In the 4th year of appointment, the Deputy Chair is expected to Chair both the main Exam Board and resit Exam Board with the Chair shadowing and being available for support.
- IV. During the period of serving as a Deputy Chair, they are expected to have successfully completed the training, organised by the Academic Quality team (ExternalExamining@RVC.AC.UK) before the appointment can be confirmed.
- V. A nominee should meet any requirements set by any relevant PSRBs and collaborative partner(s) for the programme in question.

3. Examiners

3.1 Assistant Examiners

Any new member of RVC staff (i.e., could / will be marking something in the future) can become an Assistant Examiner. These individuals include Staff Veterinary Nurses, Staff Veterinary Surgeons, for example those working at the Beaumont Sainsbury Animal Hospital (BSAH), postgraduate students including interns, Employees at partner institutions would not qualify for this role.

Assistant Examiners can assist in the marking of scripts and in the conduct and marking of practical components of the examination. Staff members so appointed shall also be eligible to

assist in setting examination papers. Postgraduate students so appointed may not examine at a level higher than that to which they are themselves qualified. Assistant Examiners shall not participate exclusively in oral examinations unaccompanied by an Internal Examiner but may take part in examinations of specimens or animals, where these are components of a more complex oral examination; they shall not be entitled to attend meetings of the Boards of Examiners.

- V. Ensuring that there are no irregularities in the conduct of the examination and that it has been conducted in accordance with the Regulations.
- VI. Attending meetings of Board of Examiners held to determine the results of examinations and participating fully in all their decisions. In exceptional circumstances and with the prior agreement of the Exam Board Chair, an External Examiner may be