

Regulations for Boards of Examiners

Version	Update and Reason	Author and Title
---------	-------------------	------------------

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/Lang (en)BDC 0 05.32 81.2 reWBT/E 11.0 E 11.0 Tf1 0aETQs0.6Tm0g (en)B)B

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.
- II. All student results will be presented to the board by candidate number to ensure that decisions are made impartially and fairly. At no point during a meeting of the board will students name be disclosed.
- III. No persons other than the members, and administrative staff responsible for examinations shall be permitted to attend meetings of the Board of Examiners.
- IV. Records of the candidates' marks in class tests, formal course work, and practical assessments shall be available for inspection.
- V. The result of the examination shall be determined in accordance with the approved assessment regulations for the course.
- VI. The views of the External Examiners must be influential in the case of disagreement about a particular candidate, but the decision shall be arrived at by a majority vote of the examiners present. The Chairman shall have a casting vote in addition to their own vote.
- VII. A record shall be kept of each meeting of the Board of Examiners at which the results of examinations are determined, and particularly of those cases which required special consideration (not including mitigating circumstances).
- VIII.

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.

The relevant Exams Officer / Head of Examinations and Assessments will not provide marking to RVC Assistant Examiners unless they have successfully completed the training, organised by the Academic Quality team (ExternalExamining@RVC.AC.UK). The Academic Quality team maintains a list of Assistant Examiners who have successfully completed the relevant training.

Assistant Examiners must be trained to become Internal Examiners, see item 3.2.

3.2 Internal Examiners

Internal Examiners materially contribute to a course of study. Internal Examiners must first have been an Assistant Examiner for a minimum of six months, and successfully completed the training organised by the Academic Quality team (ExternalExamining@RVC.AC.UK). The Academic Quality team maintains a list of Internal

- 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