



University of
Portsmouth

Boards of Examiners

Policy, Regulation and Procedure

Academic Registry
September 2014

BOARDS OF EXAMINERS (BOES) – POLICY, REGULATION AND PROCEDURE

INDEX

1.	Basic Purpose and Process	3
2.	Mark Sheet.....	3
3.	Other Information Required by Boards of Examiners	4
4.	Frequency of Meetings.....	5
5.	Membership.....	5
6.	External Examiners	6
7.	Compensation	7
8.	Repeat Assessment of Units	8
9.	Cheating and Plagiarism	9
10.	Extenuating Circumstances	9
11.	Decisions	10
	11.1. Progress.....	10
	11.2. Recommend Award	10
	11.3. Deferred First Attempt Assessment(s).....	11
	11.4. Second Attempt Assessment(s)	11
	11.5. Second Attempt Assessment(s) and Deferred First Attempt Assessments ..	11
	11.6. Repeat Assessment.....	12
	11.7. Exclude	12
	11.8. Decision Withheld.....	13
	11.9. Decision Pending	13
12.	Classification	13
13.	Course Management Issues	14
14.	Departure from the University’s Regulations	14
15.	Publication of Results	14
16.	Minutes.....	15
17.	Information Flows between UABs and BOEs	15
	Annex A YEAR, BREAK, AND ASSESSMENT DATES INCLUDING UABS, BOES, GRADUATION, SECOND ATTEMPT ASSESSMENT PERIOD AND EXTENUATING CIRCUMSTANCES	Error! Bookmark not defined.

BOARDS OF EXAMINERS (BOES) – POLICY, REGULATION AND PROCEDURE

1. Basic Purpose and Process

- 1.1. Boards of Examiners (BOEs) are the second tier in the two tier assessment board system adopted by the University. The first tier is the Unit Assessment Boards (UABs).
- 1.2. They have been referred to in different areas of the University variously as “pathway boards” or “progression boards” or “award boards”, but they are known only as Boards of Examiners in the Examination and Assessment Regulation.
- 1.3. They can operate for a single named award or groups of named awards. Departments, in conjunction with the Associate Dean (Academic), and subject to the approval of Quality Assurance Committee, determine the composition of these groups. There are no rules for their grouping.
- 1.4. The primary purpose of BOEs is to decide on matters of student progression and the recommendation of awards (i.e. degrees, diplomas, certificates etc), together with classification, at both undergraduate and postgraduate level. It is the “tier” that considers the student’s overall performance by reference to their profile of marks and credits, both as an individual and as part of a cohort of students.
- 1.5. The BOE has powers of discretion to determine, subject to limitations defined in the Examination and Assessment Regulations, compensation, repeat assessment requirements (where a student cannot progress or is not eligible for an award) and exclusion on academic grounds. In doing so, BOEs cannot change marks approved by UABs but may alter the consequences of those marks through the exercise of these discretionary powers.
- 1.6. BOEs may receive confirmed student marks from several different UABs.
- 1.7. The BOE shall consider each student in turn and make decisions about progression and recommendations of awards. The Board will determine requirements for retrieval of failure, confirm details of deferred assessment and the decisions possible following completion of that deferred assessment, or it will exclude students from a programme of study. Details of these decisions are at section 11 below.

2. Mark Sheet

- 2.1. In exercising its powers to determine progression and recommend awards, the BOE must refer to a mark sheet that must identify the following information:
 - 2.1.1. The student’s record in terms of credits (and their level) assigned by UABs in accordance with the current Examination and Assessment Regulations.
 - 2.1.2. The mark in each of these units, together with units the student was registered on for the current academic year but which have not yet been passed, as confirmed by the appropriate UAB in accordance with the current Examination and Assessment Regulations.
 - 2.1.3. The UAB decision for each registered unit during the current academic year for each student.
 - 2.1.4. A record, through appropriate annotation of the mark sheet, of the decision of the Extenuating Circumstances Panel as to whether there are valid extenuating circumstances in accordance with the current Examination and

Assessment Regulations, together with the decision taken by UABs in relation to these extenuating circumstances.

- 2.1.5. For Bachelor's Degrees, an indication of which classification of award the student earns under each of the three approved classification criteria as defined in the current Examination and Assessment Regulations and any variation from these approved by Academic Policy Committee(APC).
- 2.1.6. For other awards, an indication of whether the student meets the criteria for the award with distinction or merit as defined in the current Examination and Assessment Regulations and any variation from these approved by APC.
- 2.2. The mark sheet will use the following conventions:
 - 2.2.1. Unit marks shall be integers, as confirmed by the UAB.
 - 2.2.2. Weighted mean averages shall be integers.
- 2.3. The mark sheet shall discount units and marks from student averages (as opposed to averages calculated to monitor unit performance issues) as follows:

“If a student has undertaken assessments and/or has been awarded credit for prior learning such that the minimum required for the recommendation of the award is exceeded, the Board of Examiners shall:

Firstly, take account of the student's performance in all compulsory units;

Then the student's best performance in optional units and electives up to the total required;

All other assessments and units shall be disregarded, except in relation to the award of credit.”

3. Other Information Required by Boards of Examiners

- 3.1. Additionally, the Board of Examiners, when meeting to determine progression and recommend awards, must receive the following information:
 - 3.1.1. The minutes of its previous meeting held to determine progression and recommend awards, including sub-committees (see **4.2** below) and special meetings (see **4.3.2** below) that fell within the period since that meeting.
 - 3.1.2. Notification of any actions taken under delegated authority since the last meeting held to determine progression and recommend awards.
 - 3.1.3. The Chair shall make available the current versions of the programme specification and assessment matrix.
 - 3.1.4. The Board needs to know of any additional requirements of the award (eg the satisfactory completion of a period of placement) and to receive evidence that the student has met this requirement to the satisfaction of the Board.
 - 3.1.5. The names of all students who have identified themselves to the University as having disabilities in accordance with the approved procedures, together with a confirmation from the Department that it has made any allowances due to the student in recognition of these disabilities.

- 3.1.6. The name of any student(s) alleged to have been guilty of an assessment offence in relation to assessment(s) and details of any action taken in relation to the alleged offence(s).
- 3.1.7. The name of any student in breach of University Regulations whose result the Board is required to withhold.
- 3.1.8. The new report which shows those students who may be ineligible to progress due to non-submission of work during the year.

4. Frequency of Meetings

- 4.1. Typically, a BOE will meet once a year, normally at the end of the academic year, to consider the performance in that year of all students registered on the award(s) for which the BOE is responsible.
- 4.2. It will also meet following the Second Attempt Assessment period, to consider issues of progress and award after the results of Second Attempt Assessments have been agreed by UABs, though this may be done on delegated authority by a specially identified “sub-group” of individuals (the minutes of the “main” BOE must record this delegation). Such meetings are commonly referred to as “resit” BOEs. The dates of the referral period are included at **Annex A**.
- 4.3. There may be other meetings of the BOE:
 - 4.3.1. The BOE should meet to consider the report of the Award External Examiner(s) and any relevant sections of the annual reports of the Subject External Examiners for units that form part of the award(s) for which the BOE is responsible. In practice, these meetings may form sub-groups of the appropriate Board of Studies.
 - 4.3.2. The Board may meet to reconsider the case of a student who has made a successful appeal following the procedures in the current Examination and Assessment Regulations. Only a properly constituted BOE has the authority to alter decisions of a previous BOE. However, in some cases the BOE may delegate this authority to the Chair of the BOE.
- 4.4. Academic Council has determined that, at the main meeting cycle in June/July, UABs should all meet within a prescribed period, followed by a gap in which results can be processed and prepared, and then BOEs should meet within a further prescribed period. The details of these dates are included at **Annex A** to this document.

5. Membership

- 5.1. The following people have membership rights of a BOE, in respect of each award considered:
 - Chair (the Head of Department or School responsible for the award appoints the Chair according to prescriptions set by Academic Council);
 - Award External Examiner(s);
 - Course Leader;
 - Personal Tutors to all candidates under consideration;
 - All members of staff responsible for the teaching and assessment of units contributing to the award;
 - Associate Deans;
 - Head of Department or School responsible for the award;

- Academic Registrar or nominee.
- 5.2. When recommending progression, the quorum is defined, in respect of each named award considered, as:
- Chair;
 - Course Leader;
 - Head of Department or School responsible for the award.
- 5.3. When recommending the conferment of an academic award of the University of Portsmouth, the quorum is defined, in respect of each named award considered, as:
- Chair;
 - Award External Examiner(s)(but see 6.6);
 - Course Leader;
 - Head of Department or School responsible for the award.
- 5.4. The Chair is responsible for ensuring the BOE follows the regulations of the University. The Academic Registrar assists the Chair to meet that responsibility either through her/his attendance (or that of a representative) or through a help-line.

6. External Examiners

- 6.1. The Examination and Assessment Regulations refer to External Examiners involved with BOEs as Award External Examiners. The document External Examiners Regulations and Procedures specifies the procedures for the appointment of Award External Examiners and their rights, role and responsibilities.
- 6.2. The Award External Examiner's role is to assist in ensuring due consideration is given to the profile of each student's achievement and to satisfy themselves that the standard of the award(s) is comparable with that of similar awards elsewhere in the UK. The Award External Examiner also assists in ensuring that the application of regulations and procedures is fair and even-handed. Additionally, the Award External Examiner ensures that the processes of assessment appropriately meet the assessment strategies and criteria of the programme for which they are responsible.
- 6.3. The Head of Department or School must ensure that Award External Examiners have received, in respect of each award for which they are responsible, the Programme Specification, the Programme Level Assessment Matrix and variations from the "Examination and Assessment Regulations" of the University of Portsmouth as approved by Academic Policy Committee.
- 6.4. The Award External Examiner has the right to access any or all assessed work. In practice, the Department or School will agree the size and availability of assessed work samples with the Award External Examiner.
- 6.5. The Head of Department or School must ensure that Award External Examiners have received, following meetings of UABs, an adequate sample of students' work and the cover sheets on which Subject External Examiners have made any comments.
- 6.6. Award External Examiners have to attend meetings of the BOE held to recommend awards and may choose to attend meetings of the BOE held to determine progression (including between Level One and Level Two). If, exceptionally, the Award External Examiner is unable to attend the meeting then the Award External Examiner shall:
- 6.6.1. As far as possible, make her or his views known to the BOE before it meets;

- 6.6.2. After the BOE has met, write to the Chair of the BOE stating the reason for absence, the extent of his or her involvement with the programmes during the year in question and signifying satisfaction with the processes of assessment. The letter shall not be considered to signify agreement with every decision of the BOE.
- 6.7. The signature of the Award External Examiner upon the confirmation sheet (UP6) signifies general satisfaction with the effectiveness and adequacy of the assessment processes, with particular reference to student profiles and issues of fairness; it does not necessarily indicate agreement with every individual mark presented to the BOE or every recommendation of the BOE.
- 6.8. Award External Examiners have no right of veto but may make a representation to the Vice-Chancellor if they are concerned about standards of assessment and performance, and in particular if they feel the fair treatment of individual students or the overall standard of the award is jeopardised.
- 6.9. Award External Examiners have no authority to conduct viva-voce examinations (unless the approved Unit Description specifies this as a means of assessment for all students for a particular unit) but are encouraged to meet and converse with students in order to gain an appreciation of the quality of the student learning experience.
- 6.10. Award External Examiners must complete and return a pro-forma report to the Academic Registrar within four weeks of the meeting of the BOE held to determine progression and recommend awards. The Award External Examiner must receive a response to issues raised in her or his report from the Head of Department or School.

7. Compensation

- 7.1. A student's overall strength of performance may allow a BOE to compensate for failure in a unit or units up to a combined value of 20 credits per level. For full time undergraduate awards compensation can only be used if, after compensation, the student is awarded the qualification they enrolled upon or can progress to the next academic year.
- 7.2. Compensation can only be awarded if the student has achieved all of the following:
- a) Attempted the final assessment in the unit(s) to be compensated or have a valid extenuating circumstance for any final assessment not attempted within the unit(s).
 - b) An average mark of 40% across all units at that level (after discounting the worst 20 credits at both level 2 and level 3 of honours degrees to calculate the average at that level).
- 7.3. The limit applicable to compensation for all undergraduate courses is 60 credits for an Honours Degree, 40 credits for an Ordinary Degree, 40 credits for a Foundation Degree or DipHE and 20 credits for a CertHE
- 7.4. A student's overall strength of performance may allow a BOE, on a taught postgraduate course (excluding Postgraduate Certificates), to compensate for failure in a unit or units up to a combined value of 30 credits. Compensation is not available for Postgraduate Certificates.
- 7.5. Difficulties with the timing of UABs and BOEs for postgraduate qualifications mean in effect that it is very difficult to exercise compensation. The Academic Registrar has therefore authorised an interpretation for postgraduate qualifications that allows compensation in units at the first attempt with a combined credit value of 30 or less at a

Board meeting held at some point, typically the summer Board season, before the final Board meeting, which typically takes place in December or January.

- 7.6. The BOE can compensate a mark earned after Second Attempt Assessment or repeat assessment at that level.
- 7.7. The accreditation requirements of a professional body may not allow compensation in particular units. This should have been made clear to the students.
- 7.8. If the BOE exercises its power of compensation, the student record shows a mark of 40% for transcript purposes but the calculation of classification will use the uncompensated mark.
- 7.9. Transcripts must bear the legend that the student passed the unit after compensation.
- 7.10. The Chair of the BOE must cause the minute secretary to record all decisions to exercise the power of compensation, or explicitly not to exercise it, with reasons, in the minutes of the meeting.

8. Repeat Assessment of Units

- 8.1. Where a student has failed units, including by virtue of BOE decisions explained at **8.5** and **8.6**, the BOE must decide whether to allow repeat assessment or to exclude the student from the University.
- 8.2. Repeat Assessment means that the student must repeat the unit, including all assessments with no marks carried forward from any previous attempt. In all cases of repeat assessment, the Department shall ensure the student registers on the appropriate course and unit(s) in the next academic session and shall update the University Student Record System accordingly.
- 8.3. The BOE may allow repeat assessment on more than one occasion for a student.
- 8.4. A student may repeat only the units the student has failed. The student must have to attend the unit. The UAB will no longer cap the student's overall mark in the unit.
- 8.5. The BOE shall determine Repeat Assessment, and, at unit level, replace the UAB decision of Second Attempt Assessment with Repeat and Second Attempt Assessment and Deferred First Attempt with Deferred First Attempt, where a student has exceeded the permitted amounts of Second Attempt Assessment, although it may alternatively determine a decision of exclusion in such cases (see **11.6** for further details). Second Attempt Assessment is a UAB decision. For further details, please see the document [Unit Assessment Boards – Policy, Regulations and Procedure](#).
- 8.6. Students are permitted Second Attempt Assessment as follows.
 - 8.6.1. For students on an undergraduate programme, if they have failed units to a maximum combined credit value of 40 credits. Failed units includes all units with a status of :
 - Second Attempt Assessment;
 - Repeat; and
 - Second Attempt Assessment and Deferred First Attempt.
 - 8.6.2. For students on postgraduate programmes, if they have failed units to a maximum combined credit value of 60 credits Failed units includes all units with a status of :

- Second Attempt Assessment;
- Repeat; and
- Second Attempt Assessment and Deferred First Attempt.

8.6.3. A Second Attempt Assessment or Second Attempt Assessment and Deferred First Attempt in the final year project does not count towards these credit limits.

8.7. The Chair of the BOE must cause the minute secretary to record all decisions to exercise the power of replacing Second Attempt Assessment with Repeat and Second Attempt Assessment and Deferred First Attempt with Deferred First Attempt, with reasons, in the minutes of the meeting.

9. Cheating and Plagiarism

9.1. BOEs may not apply assessment penalties in cases of cheating and plagiarism. If members make allegations or suggestions of such misconduct at a meeting of the BOE, the Head of Department or School should make a formal allegation, following the Code of Student Conduct or the BOE should entirely disregard the matter as a factor in forming its decision.

9.2. Where a case has been made, or it is determined one will be made, the decision about the student's progress or recommendation for an award should be made by the BOE as if nothing was known about the case and that decision should then be withheld pending the outcome of the disciplinary process.

9.3. BOEs may not apply additional penalties.

10. Extenuating Circumstances

10.1. Extenuating Circumstances Panels, through the mark sheet, will inform BOEs of cases of valid extenuating circumstances. The mark sheet will also inform the BOE of UAB decisions in response to valid extenuating circumstances. For details of the powers available to a UAB in valid cases of extenuating circumstances, please see the document [Unit Assessment Boards – Policy, Regulations and Procedure](#).

10.2. The BOE normally will simply confirm the UAB decision.

10.3. Where a student has the decision Deferred First Attempt recorded against units, and the BOE confirms that decision, the BOE will record a decision of Deferred First Attempt.

10.4. The BOE may, at the award stage, offer an Aegrotat award. This is an unclassified award, derived from the Greek for "he is unwell". Many employers and professional bodies do not recognise an Aegrotat award. Educational establishments will not recognise it as meeting the requirements for postgraduate study or research. The Chair must ensure that any offer of an Aegrotat award to a student brings these matters to the student's attention and allows them to accept or decline the award. If the student accepts the Aegrotat award, they cannot change their mind and apply for further assessment for the award. The Chair must also ensure the student is aware of this limitation. The BOE has to offer the decision to the student as an alternative to the deferred assessment that is her or his right. It shall do this by communicating to the student the details and timing of the deferred assessment(s) and any discretionary "offers" recommended by the Board as described above. The communication must also include details of the decision that will apply if the student declines the opportunity of deferred assessment. The communication must further make plain that should the

student choose to undertake the deferred assessment any of the discretionary “offers” described above shall lapse. The communication must also include a deadline for the student’s response. If the student fails to respond by the deadline, the default decision becomes that the student declines the offer of a deferred assessment. It is the Chair’s responsibility to ensure the student is sent such communication.

- 10.5. If a student has an assessment penalty in an assessment artefact for anything other than late submission this shall over-ride any valid extenuating circumstance affecting the artifact and consequently none of the above section applies in such cases.

11. Decisions

In respect of each individual student considered, the BOE must make one, or an appropriate combination of the following decisions:

- Progress
- Recommend Award
- Deferred First Attempt Assessment
- Second Attempt Assessment
- Second Attempt Assessment and Deferred First Attempt Assessment
- Repeat Assessment
- Exclude
- Decision Withheld
- Decision Pending

11.1. Progress

11.1.1. This decision confirms that UABs have assigned sufficient credit to the student, including in all core units, to satisfy the requirements of the relevant stage of the course, as defined in the programme specification.

11.1.2. Students may no longer trail units into the next Academic Year.

11.2. Recommend Award

11.2.1. Where UABs have assigned the necessary credit to a student, and that student has met any other approved conditions for the award, as specified in the Programme Specification, the BOE will recommend the award.

11.2.2. The BOE may exercise its discretionary power of compensation (see 7 above) to make good a shortfall of credit up to the limit defined in the current Examination and Assessment Regulations of the University.

11.2.3. Where the award may be classified, or where merit and distinction criteria exist, the BOE shall make recommendations as appropriate. For a summary of the standard classification and distinction/merit criteria, please see 12 below. All BOEs must follow these standard classification and distinction/merit regulations, unless the Head of Department has sought and secured approval for an exemption through the Academic Registrar acting on behalf of APC.

11.2.4. The Chair of the BOE must ensure there is an accurate record of all recommendations on the University confirmation of award form (the UP6), and signs to confirm this.

- 11.2.5. The BOE shall recommend exit awards for which a student has sufficient credit and has satisfied any other approved conditions for the award as specified in the programme specification where:
- A student has withdrawn from the University, or
 - It decides to exclude a student from the programme, or
 - The Academic Registrar has excluded a student.
- 11.2.6. A student may elect to withdraw from the University subsequent to the Board's decision. In such cases, the student is entitled to any exit award for which they are eligible, and this may be issued on the authority of the Chair of the BOE through the exercise of Chair's Action.
- 11.2.7. The exit award at the final stage of an honours degree programme may be, depending on the student's credit profile, either the exit award of an Ordinary Degree (300 credits, of which at least 60 must be at Level 6) or a DipHE (240 credits, of which at least 100 must be at Level 5 or above).
- 11.2.8. Once the University makes an exit award to a student, that student is no longer a student of the University of Portsmouth and has no right of re-admission. This includes exit awards made when a student is excluded.

11.3. Deferred First Attempt Assessment(s)

- 11.3.1. The BOE will make this decision where UABs have not assigned sufficient credit for progression or the recommendation of the final award, and there are units with the UAB decision of Deferred First Attempt Assessment in the student's profile.
- 11.3.2. Students may not take deferrals into the next academic year.

11.4. Second Attempt Assessment(s)

- 11.4.1. The BOE will make this decision where UABs have not assigned sufficient credit for progression or the recommendation of the final award, and
- There are units with the UAB decision Second Attempt Assessment in the student's profile, and
 - They do not exceed the permitted amounts of Second Attempt Assessment (see **8.6** above)

11.5. Second Attempt Assessment(s) and Deferred First Attempt Assessments

- 11.5.1. The BOE will make this decision where UABs have not assigned sufficient credit for progression or the recommendation of the final award, and
- There are units with the UAB decision Second Attempt Assessment(s) and Deferred First Attempt Assessments in the student's profile, and
 - They do not exceed the permitted amounts of Second Attempt Assessment (see **8.6** above).
 - The Second Attempt Assessment element of the unit is dealt with as a Second Attempt Assessment.
 - The Deferred First Attempt Assessment element of the unit is dealt with as a Deferred First Attempt Assessment.
 -

11.6. Repeat Assessment

- 11.6.1. The BOE may make this decision where UABs have not assigned sufficient credit to a student for progression or the recommendation of the final award, and there are decisions of Repeat in their profile, either as a decision of a UAB, or as a BOE decision where the permitted amounts of Second Attempt Assessments have been exceeded (see **8.6** above).
- 11.6.2. For more information about repeat assessment conditions, see **8.4** above.

11.7. Exclude

- 11.7.1. The BOE must make this decision if UABs have not assigned credit to a student for a period of two calendar years, although the BOE or “resit” BOE has discretion to waive this time limit if it believes its application would be unjust. As with all cases where the BOE exercises discretion, the Chair of the BOE must cause the minute secretary to record all decisions not to exclude after two calendar years without the assignment of credit, with reasons, in the minutes of the meeting.
- 11.7.2. The BOE must make this if a student who registered after 1 September 2007 can no longer complete the course within the maximum registration period of 5 years for postgraduate students and 8 years for undergraduate students.
- 11.7.3. The BOE may make this decision where UABs have not assigned sufficient credit for progression or the recommendation of the final award and the student, in the academic judgement of the Board, is not making satisfactory progress.
- 11.7.4. BOEs should have consistent criteria for the application of this judgement. Those criteria may include accrediting body restrictions on the numbers of opportunities a student may have for re-assessment or the length of time permitted for a student to achieve an award.
- 11.7.5. The Chair of the BOE must cause the minute secretary to record all decisions of exclusion and the reasons for them in the minutes of the meeting.
- 11.7.6. The decision to exclude means exclusion from the University. Students have no right to transfer courses or return to top up their degree. They must reapply to the University through the normal routes and any credit achieved can be credited through APL.
- 11.7.7. The Chair of the BOE must ensure the recommendation of exit awards to excluded students (including the Ordinary Degree), where the student has met the criteria for their award.
- 11.7.8. In the light of legal precedent set elsewhere, the Chair must arrange for the interview of excluded students, or for an exchange of correspondence, to explain what alternatives the student now has. The Chair should carefully consider the merits of any representation made by the student. The Chair has authority to change the decision of the BOE in the light of this process. If such a change is made (including any transfer between named awards), the Chair must inform the Academic Registrar and the next meeting of the Board, as well as all other staff who are affected by the changed decision.

11.8. Decision Withheld

11.8.1. The Chair of the BOE shall cause this decision to be recorded when a decision or recommendation has been arrived at by the BOE but must be withheld because the student is in default of University regulations. This may be by virtue of unpaid fees or an unreturned library book but also if the student is the subject of an allegation of misconduct or an assessment offence.

11.9. Decision Pending

11.9.1 The Chair of the BOE shall cause the pass list to show this decision where the BOE has recommended a student for an Aegrotat award or the student has to make a decision arising from the possibility of deferral or some discretionary offer following valid extenuating circumstances. This will also include students who have one or more units with the status Unit Result Pending and the decisions on these students will normally be made by Chairs Action.

12. Classification

12.1. Standard classification rules now apply. Unless Academic Policy Committee has approved a variation, the Chair of the BOE shall cause the Board to apply the following three rules and the student shall receive the most favourable of the three outcomes.

- a) the classification of the weighted mean of all relevant credits at Level 5 and all relevant credits at Level 6 in the ratio of 40:60 respectively after first discounting the marks in the worst 20 credits both at Level 5 and at Level 6;
- b) the classification of the weighted mean of all relevant credits at Level 6 after first discounting the marks in the worst 20 credits at Level 6;
- c) the minimum classification in which more than 50% of the combined relevant credits at Level 5 and Level 6 were attained after first discounting the marks in the worst 20 credits both at Level 5 and at Level 6.

BOEs shall apply the following two rules to direct entrants to Level 3 and the student shall receive the most favourable of the two outcomes:

- a) the classification of the weighted mean of all relevant credits at level 6 after first discounting the marks in the worst 20 credits at Level 6;
- b) the minimum classification in which more than 50% of the combined relevant credits at level 6 have been attained after first discounting the marks in the worst 20 credits at Level 6.

12.2. The classification bands are:

- 40-49 Third Class
- 50-59 Lower Second Class
- 60-69 Upper Second Class
- 70-100 First Class

12.3. Averages are calculated according to the conventions described at **2** above. Pass/Fail units do not count towards the averages for degree classification purposes. .

12.4. Averages are presented to the BOE as rounded integers. The Chair should not allow a discussion about how that average might have been higher.

12.5. The BOE must observe the application of these criteria unless 20 credits or more at Stage 3 are obtained from RPL or Pass/Fail units

- 12.6. If the Board exercises discretion under any one of the above conditions, the Chair of the BOE must cause the minute secretary to record the decisions, with reasons, in the minutes of the meeting.

13. Course Management Issues

- 13.1. If a course management issue is brought to the BOE it must follow the procedure at in the current "Examination and Assessment Regulations".

14. Departure from the University's Regulations

- 14.1. If the BOE departs from the University's Regulations it must follow the procedure at in the current Examination and Assessment Regulations of the University.

- 14.2. The justification has to be that the BOE finds that the strict application of the regulations would be unjust to a student or students.

- 14.3. A detailed minute should record:

14.3.1 A reference to the relevant section;

14.3.2 The name of the student;

14.3.3 The regulation from which the BOE wishes to depart;

14.3.4 The full circumstances in which the BOE considered it necessary to depart from this regulation;

14.3.5 The reason why the BOE considered it necessary to exercise this discretionary power, including the consequences to the student of exercising discretion and of not exercising discretion;

14.3.6 The advice from the award external examiner in relation to good practice on the particular matter elsewhere in the UK higher education sector;

14.3.7 The reason why this discretionary power should not be exercised for the other students under consideration by the BOE.

- 14.4. The Chair must send a copy of the minute to both the Academic Registrar and the Vice-Chancellor.

- 14.5. This regulation is for use in exceptional and unanticipated cases. The Chair should not permit its application as a means of bypassing regulations with which members do not agree, or which they find irksome.

15. Publication of Results

- 15.1. The Chair of the BOE must ensure the publication of a list of decisions (see **11** above) within three working days of the meeting. The current Examination and Assessment Regulations, prescribe no method for doing this, other than to remind staff that the provisions of the Data Protection Act must be followed. If a department publishes decisions in a public place they should not be by name but by registration number.

- 15.2. If the decision is anything other than “progress” or “recommend award”, then the Chair of the BOE must ensure the student receives further details, so that they know what is expected of them and when by.

16. Minutes

- 16.1. The current Examination and Assessment Regulations require a record of each meeting of a BOE in the form of minutes produced according to the conventions of the University of Portsmouth.
- 16.2. The Chair is responsible for the minutes although a Minutes Secretary will take the minutes and produce a draft version for the Chair to approve and/or amend.
- 16.3. Minutes should consist of at least the following:
- An attendance list and apologies;
 - Confirmation of the minutes of the previous meeting of the BOE, including any resit BOEs;
 - Matters arising (for example noting Chair’s action);
 - Stage by stage, a list of decisions taken student by student;
 - Where discretion has been exercised, or has explicitly not been exercised, a record of the action taken or not taken and reasons for the decision should be recorded;
 - A note to record where dispute has been raised about the application of disability allowances and how (if) that has been resolved;
 - A note of delegation arrangements.

17. Information Flows between UABs and BOEs

- 17.1. BOEs need to receive the confirmed marks and decisions of UABs.
- 17.2. UABs need to adjust records in light of BOE decisions e.g. repeat substituted for referral, compensation.
- 17.3. Departments must update the Student Record System with decisions from both UABs and BOEs.
- 17.4. Decisions taken on delegated authority need reporting to all interested parties - there is a standard memorandum available from the Registry for this purpose.