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**[*NAME OF DEPARTMENT/INSTITUTE*]**

**[SEMESTER AND YEAR*, eg. Semester One, Part One]***

**[*Day, Date, Month and Year*]**

**[*Time*]**

**[*Venue*]**

**AGENDA**

1. Introduction

* Welcome
* Remit of Examination Board
* Special Circumstances Panel Meeting
* University Examination Conventions
* Specific Departmental Requirements (if applicable)

1. Matters Arising (if applicable)
2. Chair’s Business (if applicable)
3. Analysis of Examination Data (Module and Mark Comparisons)
4. Confirmation of Marks/Progression/Qualifications for Individual Students

(to include students from outside the Department)

1. External Examiners Report/Comments/Feedback (when applicable)
2. Prizes (if applicable)
3. Any Other Business (if applicable)
4. Time Meeting Ended (Optional)

[Reference and Date]