

Template for Departmental Examination Board Minutes
SECTION A – STUDENT BUSINESS

Department:	
Date:	
Exam Board:	
Exam Board Chair:	
Exam Board Secretary/Officer:	
In Attendance:	
Minute Secretary:	
Apologies:	

1. Undergraduate

Part 1 *(please delete if not appropriate)*

R	Fail (less than 40%).
A	This indicator denotes any pending cases of Unacceptable Academic Practice
M	Medical, compassionate or other special grounds - No Fee.
P	Capped resit (failure is due to unacceptable academic practice).
N	No Resit (failure is due to unacceptable academic practice).

Part 2 *(please delete if not appropriate)*

F	Fail (less than 40%).
H	Resit for full marks (the actual mark obtained in the resit will count) - No Fee.
A	This indicator denotes any pending cases of Unacceptable Academic Practice.
S	May resit for a maximum mark of 40% – No Fee
N	No Resit at any time in the future (failure is due to Unacceptable Academic Practice)

Postgraduate *(please delete if not appropriate)*

Postgraduate resit indicators to be used where a mark for a module is below 50%:

A	This indicator denotes pending cases of Unacceptable Academic Practice.
F	Fail (less than 50%).
H	Resit for Full Marks (the actual mark obtained in the resit will count). No Fee.
N	No Resit at any time in the future (failure is due to Unacceptable Academic Practice)
T	Resit for a mark of 50% (used for students who have previously received an F grade, and have subsequently failed a re-sit due to extenuating circumstances). No fee.

Part 1 Resit Information (for candidates starting before September 2013)

PD	Pass at Distinction level and may be eligible for Distinction overall (for candidates achieving an average at Part One of 70% or above).
PE	Pass, may be eligible for Distinction (average at Part 1 of 65%-69%).
PP	Pass; proceed to Dissertation (average at Part 1 of 50%-64%).
UC	Fail – Pass Part 1 eligible for Certificate only.
UD	Fail – Pass Part 1 eligible for Diploma only.
FT	Required to re-sit at Part 1.
5	Out of Resit Opportunities.

Part 2 Resit Information (for candidates starting before September 2013)

FB	Fail Diss - No resubmission
FF	Fail Diss - Resit full mark within 1 year
FR	Fail Diss through non-submission – Resit for a maximum mark of 50%
FS	Fail Diss through non-submission – not allowed to resubmit

Recommended Degree Results (for candidates starting from September 2013)

Distinction	Weighted average of at least 70% overall and marks of 50% or above in at least 160 credits worth of modules.
Merit	Weighted average of at least 60% overall and marks of 50% or above in at least 160 credits worth of modules.
Pass	Weighted average of at least 50% overall and marks of 50% or above in at least 160 credits of the 180 taken.
Fail	

Part 2 Resit Information (for candidates starting from September 2013)

FR	Fail dissertation resit for a maximum of 50%
FF	Fail dissertation resit for full mark
FB	Fail dissertation no resubmission (specify any exit award)
FP	Fail out of resit opportunities – too many credits of fail at taught level with no further resit opportunities (specify any exit award)
FQ	Not yet qualified – too many credits of fail at taught level but have further resits available

2. Specific Departmental Requirements

For example – exemption requirements.

3. Special Circumstances Panel Meeting

The Special Circumstances Panel met on *<include date>*, prior to the Departmental Examination Board.

Any record of the Special Circumstances Meeting should be submitted to Academic Registry (Cledwyn Building), by hand, together with the special circumstance forms and evidence.

4. Confirmation of Marks

Departments should list ALL students in alphabetical order and then comment on any issues where necessary. If no issues have been raised this should still be noted to confirm that the student has been considered by the examination board.

You can use the following AStRA report, STR00005 (Students by Department - All Students) for ref number, name, study scheme code and email address which can then be pasted into a word document. The comments section can then be updated manually. See examples below:

Example

Stud ID	Student Name	e-mail	SSch ID	Comments
141010102	Other, B N	bno	X112	Fails XX21110 because of non-attendance at exam. Special circs claim considered but judged insufficient. F indicator.
141010103	Other, C N	cno	X111	Special circs claim (corroborated). Board accepts advice of Special Cases Committee that it is reasonable to expect that student's performance in XX24520 may have been adversely affected (exam mark anomalously low). No compensation yet given. Record for possible use in Window of Opportunity.
131010104	Other, D N	dno	X113	Repeating year, having wiped slate clean. Gratifying to note improvement in performance.
141010105	Other, R N	rno	X111	Fails XX24520 because of non-attendance at exam. Medical circumstances (corroborated): see Special Cases Committee minutes. H indicator.
141010106	Other, O N	ono	X113	No issues
141010143	Other, X O	oxo	X111	Special circs claim. Board agrees that circs could merit some compensation, but no obvious effect on performance, which is of a decent, even standard across the board. However, record for possible use in Window of Opportunity if in light of subsequent results performance looks anomalous.

5. Student Progress and/or Performance

If not included under point 4. departments should list students who have performed very poorly and provide a short report on what has or will be done. This should include, but does not have to be limited to, any student who failed more than 30 credits in Semester One or will fail to progress to the next year of study at the end of Semester Two.

Departments may also wish to list students who have performed very well.

6. Students from outside the department

Please note and confirm the marks for students from outside the department

7. Any Other Issues

Example - The Chair noted that closer attendance monitoring introduced this academic year is enabling staff to identify the impact of attendance on performance. She also noted that the common themes emerging from the module reports warrant further discussion at Learning and Teaching Committee, in particular whether additional measures may help students to develop their study skills.

Example - The Chair thanked colleagues and reminded them that marks must remain confidential until they are released on 27th February. Letters to students should be sent out on 28th February.

Example - The meeting closed at 11.55 a.m.

