

Examinations Office

Template for Minutes of Programme Examiners' Meetings

It is a University requirement that Minutes are kept of Programme Examiners' Meetings. The following template offers guidance on the minimum information which should be included in Minutes of Programme Examiners' Meetings which are responsible for recommending awards. The same template applies, with the deletion of references to External Examiners where they are not involved, to all Examiners' Meetings which take decisions on student progression or could result in the termination of a student's programme.

The Minutes of Programme Examiners' Meetings should reflect the process of the meeting and it is therefore recognised that the form of the Minutes will vary in accordance with the methodology used in determining results.

Template

To be marked STRICTLY CONFIDENTIAL

1. Date of meeting
Attendance, specifying the Chair, Secretary, Internal Examiners and External Examiners
Apologies for absence
2. Note of documentation available to the meeting: including the University-wide Framework for the Classification of First Degrees (where appropriate), the relevant classification conventions, mark lists, the report of the Programme Examiners' Special Cases Sub-Committee, and a record of candidates who, on account of specific learning difficulties (e.g. dyslexia), have been recommended to receive special consideration in marking together with a note of those assessments in which the recommendation was applied.
3. Introductory comments and any preliminary general discussion: e.g. changes in procedures, special circumstances affecting specific papers.
4. Confirmation that module marks have been moderated and approved by the External Examiner(s) in respect of all candidates for whom an award is being decided.
5. A statement on how the relevant classification conventions (or progression rules, where appropriate) have been applied to the cohort under consideration.
6. A record of decisions in respect of candidates.

Decisions on recommended results for all candidates should be recorded on a spreadsheet/list signed by the Chair of the Examiners' Meeting and the Internal and External Examiners and should be attached to the Minutes as an Annex.

In respect of each candidate, where appropriate, there should be recorded in the main body of the Minutes any substantive discussion of the individual candidate, the decision taken where there has been substantive discussion, and the grounds for the decision. In particular, the Minutes should note:

- consideration of borderline cases;
- candidates in respect of whom information on special circumstances had been submitted and had been considered by the Special Cases Sub-Committee, together with a note of the Special Cases Sub-Committee's recommendation and the Examiners' decision;
- consideration given to candidates for whom a fail was discussed;
- whether a viva was considered for the individual candidate;
- consideration given to any proposal for an aegrotat degree;
- a note of students who are in debt and for whom no recommendation will be formally submitted to the Faculty Examiners Meeting.

Recommendations that a candidate be deemed not to have sat or that a candidate be awarded an Aegrotat require specific consideration by the Faculty Examiners; any list of recommended results published following a Programme Examiners' Meeting should indicate that the result is not yet available in respect of such candidates.

7. A record that the list of recommended results was signed by the Chair of the Examiners' Meeting and the Internal and External Examiners.
8. A note of any subsequent action to be taken, e.g. in respect of recommendations for combined Honours students.
9. A record of decisions on any prizes.
10. A record of any general comments made by External Examiners in respect of the assessment and awarding process.