

CLERKS TO BOARDS OF EXAMINERS - RÔLE AND RESPONSIBILITIES

SUMMARY OF CHANGES

General changes

This document has been reissued without amendment for the Academic Year 2009-2010.

1 GENERAL

- 1.1 The Secretary and Registrar has delegated the appointment of Clerks to Faculty Registrars. The Clerk should have a good working knowledge of the programme and/or modules which fall within the remit of the Board(s) to which they are Clerk and also the relevant University and programme-specific regulations and the Standing Orders of the Academic Board insofar as they apply to Boards of Examiners.
- 1.2 The Structure and Assessment Regulations for Academic Programmes of the University (UPR AS14, refers¹) make a clear distinction between the responsibilities of Module and Programme Boards of Examiners and the responsibilities of Clerks to these Boards vary accordingly.

(NOTE:

- A Clerks to Module Boards may be dealing with students from a number of programmes across the University registered on modules for which he or she has responsibility. The Clerk of a Programme Board will be dealing only with the students registered on the programme for which they have overall administrative responsibility. It is recognised that one individual may perform both roles.)

2 MODULE BOARDS

2.1 Key responsibilities and duties of the Clerk

- 2.1.1 The key responsibilities and duties of a Clerk to a Module Board of Examiners are expected to include:
- i drafting the membership list;
 - ii making all administrative arrangements related to the Module Boards for which they are responsible, including establishing dates of meetings with the Chairperson and External Examiners, in accordance with University regulations relating to the timing of examination board meetings;
 - iii liaising with External Examiners;
 - iv drafting agendas following University guidelines, in consultation with Chairperson (or nominee);
 - v preparing and providing appropriate standard documentation for Boards of Examiners meetings, including University regulations, Assessment Panel decisions and student academic scholarship information;
 - vi producing detailed and accurate minutes;

¹ UPR AS14 'Structure and Assessment Regulations - Undergraduate and Taught Postgraduate Programmes'

- vii recording decisions relating to individual students, including those relating to extenuating circumstances and ensuring that individual student records on the Student Record System are correct;
- viii recording the conditions of referred and deferred assessment and distributing coursework specifications to appropriate programme administrators;
- ix the co-ordination of arrangements for referred and deferred assessments;
- x in collaboration with the Chairperson of the Module Board, ensuring all actions are taken on results outstanding after the Board meeting;
- xi following confirmation by the Chairperson of the Module Board and authorisation by the Faculty Registrar (or nominee), the issuing of confirmed results to candidates;
- xii ensuring that the Board is notified of any special examination arrangements agreed for disabled or other candidates (Appendix II, UPR AS12²/Appendix II, UPR AS13³, refers).

(NOTES:

- B** Detailed guidance for Clerks to Module Boards is contained in the University's standard procedures and practices.
- C** The responsibility for informing students of the format and timing of referred/deferred assessments rests with the Faculty Registrar (or nominee) (section 3, viii refers).

2.2 Minutes

- 2.2.1 Detailed and accurate written records of the proceedings of each Module Board of Examiners must be maintained by the Clerk to the Board.
- 2.2.2 The minutes are confidential to members of the Board and the officers listed in section 2.2.3 of this document. They must record the decisions of the Board and give details of the reasons for decisions in difficult cases and any precedents on which the Board has based its decision and must be produced as soon as possible after the meeting of the Board.
- 2.2.3 The minutes must be approved by the Chairperson, acting in consultation with a senior member of the Board and be published immediately to the following officers: the Chairperson, the Clerk to the Board, the Head of School/Department, the appropriate Associate Head(s) of School/Department (or equivalent), the Programme Tutor(s) (or equivalent), External Examiner(s), the Dean of Faculty, the Faculty Registrar and, on request, to the Secretary and Registrar.

3 PROGRAMME BOARDS

3.1 Key responsibilities and duties of the Clerk

- 3.3.1 The key responsibilities and duties of a Clerk to a Programme Board of Examiners are expected to include:
 - i drafting the membership list;

² Appendix II, UPR AS12 'Assessments and Examinations – Candidates with Disabilities or other Additional Needs (University and UK Partner Organisations)

³ Appendix II, UPR AS13 'Assessments and Examinations – Candidates with Disabilities or other Additional Needs (non-UK Partner Organisations)

- ii making all administrative arrangements related to the Programme Boards for which they are responsible, including establishing dates of meetings with the Chairperson and External Examiners, in accordance with University regulations relating to the timing of examination board meetings;
- iii liaising with External Examiners;
- iv drafting agendas following University guidelines, in consultation with Chairperson (or nominee);
- v preparing and providing appropriate standard documentation for Boards of Examiners meetings, including collated grades from Module Boards and University and Programme regulations;
- vi producing detailed and accurate minutes;
- vii recording recommendations relating to individual students (which may include interim awards);
- viii arranging for signature and publication of appropriate award pass lists and notification of results/transcripts to individual students;

(NOTE:

D Individual students will not be sent individual award lists and only final award lists will be posted on notice boards.)

- ix amending student records on the Student Record System as necessary;
- x processing and notifying results to the Examinations Office;

(NOTES:

E UPR AS12⁴/UPR AS13⁵ , as appropriate, refer.

F Detailed guidance for Clerks to Programme Boards is contained in the University's standard procedures and practices.)

3.2 Minutes

- 3.2.1 Detailed and accurate written records of the proceedings of each Board of Examiners must be maintained by the Clerk to the Board.
- 3.2.2 The minutes are confidential to members of the Board and the officers listed in section 3.2.3 of this document. They must record the decisions of the Board and give details of the reasons for decisions in difficult cases and any precedents on which the Board has based its decision and must be produced as soon as possible after the meeting of the Board.

⁴ UPR AS12 'Assessments and Examinations (Undergraduate and Taught Postgraduate) and Conferments (University and UK Partner Organisations)'

⁵ UPR AS13 'Assessments and Examinations (Undergraduate and Taught Postgraduate) and Conferments (non-UK Partner Organisations)'

- 3.2.3 The minutes must be approved by the Chairperson, acting in consultation with a senior member of the Board and be published immediately to the following officers: the Chairperson, the Clerk to the Board, the Head of School/Department, the appropriate Associate Head(s) of School/Department (or equivalent), the Programme Tutor(s) (or equivalent), External Examiner(s), the Dean of Faculty, the Faculty Registrar and, on request, to the Secretary and Registrar.

P E Waters
Secretary and Registrar
Signed: **1 August 2009**