## UCL Logo

Annex 4.4.1: Exam Board Preparation Checklists

Updated May 2023

The following checklists are not exhaustive but should serve to remind Chairs of essential information which needs to be imparted to members of their Board of Examiners.

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# Checklist 1: Prior to Full Exam Board:

|  |  | **Suggested Portico Reports to Use** | **When?** |  |
| --- | --- | --- | --- | --- |
| **Extenuating Circumstances** | Arrange a pre-meeting between Faculty/ Departmental Extenuating Circumstances Panel l and Exam Board Chair and/or Administrator in order to report outcomes of Extenuating Circumstances.  If a meeting is not practicable, agree the method for disseminating outcomes of EC Panels to the Exam Board Chair and Administrator.  Where applicable, ensure that late submission penalties have been applied correctly, and extensions have been taken into account. | N/A | **End of Examination Period** |  |
| **Run Data Quality Reports** | Ensure that all marks have been entered by the Exchange of Marks Deadline (see SRS calendar) so that other board reports (including those from other departments using the same modules) can run.  Once all the marks have been entered, the progression calculation needs to be run on Portico. In preparation for the Full Exam Board, the Department should run data quality reports in order to check on the calculated progression and awards.  Where issues are identified regarding marks, progression outcomes or awards, these should be rectified in advanced of Preliminary/ Pre-Boards and the Full Exam Board. Please liaise with Student Records with any queries.  If any marks are amended, the progression calculation must be run again for those students with a change of mark to ensure the calculation is accurate. | **Exam Board Data Checker**  Note: it is good practice to identify issues with the student record (e.g. with module credits or registration status) prior to the main exam period | **Day after Exchange of Marks Deadline** |  |
| **Preliminary/Pre-Board** | It is recommended that departments hold:  **Either**  A **Preliminary Board** involving the Exam Board Chair, Exam Board Administrator, Exams Liaison Officer, Departmental Tutor and/or Programme Lead, EC Panel Chair  **or**  A **Pre-Board** Meeting involving the Exam Board Chair, Exam Board Administrator, Exams Liaison Officer, Internal Examiners    The purpose of these meetings is to review marks and progression outcomes in advance of the Full Exam Board. This should be held a week or a number of days before the Full Exam Board in order to allow time to highlight any potential issues or missing information.  Any issues/errors regarding marks should be raised. Where errors are identified these should be rectified in advance of the Full Exam Board and the progression calculation re-run whenever a change is made.  Any complicated cases should be discussed to decide if these need to be discussed at the Full Exam Board.  Provisional decisions can be discussed to then be agreed/ratified at the Full Exam Board. | **Preliminary Meeting**   * Exam Board Data Checker * Other reports detailed below as appropriate   As this is a meeting for administrative purposes involving a small group of individuals rather than all examiners, the Exam Board Data Checker can be used as this is de-anonymised.  **Pre-Board Meeting**  **The Exam Board Data Checker report should not be used as anonymity is needed. The following reports may be used:**   * Summary Classification Report * Summary Classification Report with Module Results * Summary Progression Report * Detailed Progression and Classification Report (as required) * Module Marks Report   Module Statistics Report   * Exam Board Statistics – Module Comparison Report | **One week prior to the Main Exam Board** |  |

# Checklist 2: Tasks relating to External Examiners

To be carried out prior to the Board or on the day of the Board.

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| **External Examiners’ formal online annual report**: | The Chair should remind External Examiners to submit their formal online annual reports via Portico within four weeks of receiving the email with the Portico report link (this email will be sent within a week of the Board of Examiners meeting).  Please remind them of the process: Departments will respond to the report, and this will be made available to the External Examiners after a few months. An email will be sent to the External Examiner with an updated version of their original report, which will now include the departmental responses. |  |
| **Fee payment**: | External Examiner fees will be processed when the External Examiner’s final report has been submitted on Portico within the allocated timeframe. Fees cannot be paid if the External Examiner's report is submitted outside Portico. |  |

# Checklist 3: Papers to circulate before the Full Exam Board meeting:

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| **Agenda** | Circulate the main agenda to all members.  If desired, prepare a Chair’s Agenda with additional notes and prompts. |  |
| **Minutes** | Circulate the minutes of the last Full Exam Board meeting.  If applicable, circulate the minutes of all Scrutiny Meetings, Sub Boards, Preliminary Boards or Pre-meetings held since the last Full Exam Board. |  |
| **Terms of Reference and Membership** | Circulate the Full Exam Board membership list (especially to Faculty colleagues and External Examiners) |  |
| **External Examiner Report and Response** | Circulate last year’s External Examiner Report(s) and departmental response(s) |  |
| **Regulations** | Circulate the Progression, Award and Classification regulations applicable to the programme.  The general UCL regulations can be found in Chapter 4 of the UCL Academic Manual:   * [*Module Assessment*](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-3-module-assessment) * [*Progression & Award (inc Condonement)*](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-progression-award) * [*Classification*](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-7-classification) * [*Classification for UG students first enrolling in 2017-18 or earlier*](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-15-classification-undergraduate) * [*Deferrals*](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-8-deferred-assessment) * [*Resits and Repeats*](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-9-consequences-failure) * [*Interim Qualifications*](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-10-interim-qualifications)   The specific regulations for the programme and year of study can be found in the Portico Progression and Award Rules Tool (go to the ‘Awards, Assessments and Achievements’ area of Portico. In the ‘Progression and Award Process’ container, select 'View Programme Progression and Award Rules'). |  |

# Checklist 4: Papers to table at the Full Exam Board meeting:

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|  |  | **Suggested Portico Reports to Use** |  |
| **Progression and Classification Board Reports** | You may wish to include a reference list showing programme and route titles against the codes. | **Summary Progression Report**  Used to approve all students where Progression outcome is clear. If there are students that need further scrutiny at the Exam Board, the Detailed Progression and Classification Report can be consulted if required.  **Summary Classification Report**  Should be used to confirm and approve all awardswhere award and classification is clear. If the Board is considering Borderline students, the Detailed Progression and Classification Report can be consulted if required.  **or**  Summary Classification Report with Module Results  **(As required) Detailed Progression and Classification Report**  Detailed Reports should only be used for students that require further consideration by the Exam Board. If a student is a borderline student, or if the student is failing then the detailed award or progression report should be used. Note this should not be used for a whole cohort. |  |
| **Marks to be ratified by the Exam Board** |  | Module Marks Report |  |
| **Statistical data** |  | Exam Board Statistics - Module Comparison Report |  |

# Checklist 5: Post Board:

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|  |  | **Suggested Portico Reports to Use** |  |
| **Entering marks** | Please ensure all student outcomes are confirmed on Portico by the Exam Board Administrator and then approved by the Exam Board Chair**.** | Once the decisions are confirmed the records will be updated and the results released to the students. |  |