MODEL ASSESSMENT BOARD AGENDA – MODULE RESULTS BOARD

SCHOOL OF NATURAL and BEHAVIOURAL SCIENCES
Meeting: Module Results Board, Postgraduate Psychology Modules
Date: Monday 12th September 2008
Time: 11.00am
Venue: T3-18

Agenda

1. Attendance and apologies
2. Reminder of the confidentiality of assessment board proceedings and the code of conduct for Board members (including the requirement for members to declare a personal interest in any cases under consideration)
3. Minutes of the previous meeting (and of any sub-committee of the Board)
4. Matters arising and any changes to results following the previous Board (including Chair’s actions and the outcomes of appeals)
5. Confirmation of exemptions
6. Summary of outcomes from Mitigating Circumstances Panels
7. Report from Programme Leaders on general matters affecting student performance or assessment
8. Consideration of module results statistics for the programme and moderation of results by External Examiner
9. Reminder of the possible decisions to be taken by the Board
10. Consideration of module results for individual students*
11. Consideration of individual student results for referred/deferred modules from previous semesters*
12. Confirmation of the arrangements and deadlines for any deferred/referred assessments and the submission of “make good” sheets
13. Consideration of finalists’ results to make award recommendations to the Final Awards Board (only for students wholly owned by this Board and only where the recommendation varies from that derived from the honours classification algorithm)*
14. Recommendations for University or external body prizes
15. External Examiner comments
16. Programme Leader comments and discussion
17. Any other business
18. Date of next meeting

Please note that confidential papers will be collected by the Secretary at the end of the meeting.

* Unresolved cases of mitigating circumstances should normally be dealt with separately
MODEL ASSESSMENT BOARD AGENDA – SINGLE TIER BOARD

SCHOOL OF LIBERAL and SOCIAL STUDIES and MODERN LANGUAGES

Meeting: Assessment Board for Postgraduate Programmes in Social Anthropology
Date: 15th September 2008
Time: 11.00am
Venue: T3-18

Agenda

1. Attendance and apologies
2. Reminder of the confidentiality of assessment board proceedings and the code of conduct for Board members (including the requirement for members to declare a personal interest in any cases under consideration)
3. Minutes of the previous meeting (and of any sub-committee of the Board)
4. Matters arising and changes to results following previous Board (including Chair’s actions and outcomes of appeals)
5. Confirmation of exemptions
6. Summary report(s) from Mitigating Circumstances Panel(s)
7. Report from Programme Leaders on general matters affecting student performance or assessment
8. Consideration of module and programme results statistics and moderation of results by External Examiner
9. Reminder of the possible decisions to be taken by the Board
10. Consideration of module results for individual students*
11. Consideration of individual student results for referred/deferred modules from previous semesters*
12. Consideration of individual student profiles to make progression and award decisions *
13. Consideration of students having ‘Records of Achievement’
14. Consideration of withdrawn student profiles to discuss recommendations for an interim award*
15. Recommendations for University or external body prizes
16. External Examiner comments
17. Programme Leader comments and discussion
18. Procedure for the publication and notification of decisions to students
19. Any other business
20. Date of next meeting

Please note that confidential papers will be collected by the Secretary at the end of the meeting.

* Unresolved cases of mitigating circumstances should normally be dealt with separately
MODEL ASSESSMENT BOARD AGENDA – STUDENT PROGRESSION BOARD

SCHOOL OF LIBERAL and SOCIAL STUDIES and MODERN LANGUAGES

Meeting: Student Progression Board for Postgraduate Programmes in Philosophy, Economics and French
Date: 15th September 2008
Time: 11.00am
Venue: T3-18

Agenda

1. Attendance and apologies
2. Reminder of the confidentiality of assessment board proceedings and the code of conduct for Board members (including the requirement for members to declare a personal interest in any cases under consideration)
3. Minutes of the previous meeting (and of any sub-committee of the Board)
4. Matters arising and changes to results following previous Board (including Chair’s actions and outcomes of appeals)
5. Report from Programme Leaders on general matters affecting student performance or assessment
6. Consideration of programme results statistics
7. Reminder of the possible decisions to be taken by the Board
8. Consideration of students having ‘Records of Achievement’
9. Consideration of withdrawn student profiles to discuss recommendations for an interim award*
10. Recommendations for University or external body prizes
11. External Examiner comments (if present)
12. Programme Leader comments and discussion
13. Procedure for the publication and notification of decisions to students
14. Any other business
15. Date of next meeting

Please note that confidential papers will be collected by the Secretary at the end of the meeting.

* Unresolved cases of mitigating circumstances should normally be dealt with separately
MODEL ASSESSMENT BOARD AGENDA – FINAL AWARDS BOARD

SCHOOL OF LIBERAL and SOCIAL STUDIES and MODERN LANGUAGES

Meeting: Final Awards Board for Postgraduate Programmes in Philosophy, Economics and French
Date: 15th September 2008
Time: 11.00am
Venue: T3-18

Agenda

1. Attendance and apologies
2. Reminder of the confidentiality of assessment board proceedings and the code of conduct for Board members (including the requirement for members to declare a personal interest in any cases under consideration)
3. Minutes of the previous meeting (and of any sub-committee of the Board)
4. Matters arising and changes to results following previous Board (including Chair's actions and outcomes of appeals)
5. Report from Programme Leaders on general matters affecting student performance or assessment
6. Consideration of programme results statistics and moderation of results by External Examiner
7. Reminder of the possible decisions to be taken by the Board
8. Consideration of individual student profiles to make award decisions *
9. Consideration of students having ‘Records of Achievement’
10. Consideration of withdrawn student profiles to discuss recommendations for an interim award*
11. Recommendations for University or external body prizes
12. External Examiner comments
13. Programme Leader comments and discussion
14. Procedure for the publication and notification of decisions to students
15. Any other business
16. Date of next meeting

Please note that confidential papers will be collected by the Secretary at the end of the meeting.

* Unresolved cases of mitigating circumstances should normally be dealt with separately