

Section 54 Progress and Award Examination Panel

54.1 Purpose

54.1.1 The Progress and Award Examination Panel has delegated authority by the Academic Board, to ensure that assessment procedures are properly conducted and to undertake the final approval of progression decisions and the classification of awards.

54.2 Scope

54.2.1 On behalf of Academic Board, to be responsible for:

- a) The conferment of awards having considered mark profiles and reviewed borderline cases (where they are eligible in the assessment scheme).
- b) The progress of students having considered mark profiles.
- c) Convening a sub-committee (Special Cases Panel) to consider recommendations from School Assessment Boards.
- d) The application of exceptional circumstances to progress and award decisions for individual students based on recommendations from Special Cases Panel.
- e) In the light of evidence presented to it, confirming or modifying progression and reassessment decisions.
- f) Convening a sub-committee (Prizes Committee) to award university prizes and to review the University prize strategy.
- g) Awarding of university prizes.

54.3 External Examiner for Progress and Award

54.3.1 The External Examiner for Progress and Award will normally attend the main meetings of the Panel in July and November of each year to determine issues of classification and progress. Issues relating to progress will be finalised in the light of reassessments in September.

54.4 Guidance on the conduct of the Progress and Award Examination Panel

54.4.1 The Panel should ensure that:

- a) Rules for progress and award are applied equitably.
- b) Appropriate consideration has been given to exceptional circumstances.
- c) Discretion is exercised consistently.
- d) Appropriate decisions are taken with regard to progress and award. In respect of degree classifications for Scheme B (condonement), the Progress and Award Examination Panel will review all profiles which have a classification average in the agreed borderline bands. The borderline regulations will be applied when determining the final classification.

54.4.2 In advance of the meeting:

- a) Marks and information regarding student progression and achievement will be collated by the Assessment team in Registry.
- b) Classification profiles will be produced by the Assessment team in Registry so that borderline cases (where permitted in the regulations) or other recommendations in respect of degree profiles can be made.
- c) Information on exceptional circumstances will be assembled by School Assessment Boards in liaison with Registry and presented to the Special Cases Panel for recommendation.

- d) Proposed resolution of unresolved issues will be identified by the Assessment team in Registry, supporting paperwork is provided by Schools.
- e) Chairs of School Assessment Boards may be asked to submit a Chair's briefing to the Panel.

54.4.3 At the meeting:

- a) Confidentiality: At the start of the meeting there should be a reminder that the proceedings are in strictest confidence.
- b) Consideration of results for modules across the University.
- c) Approval of awards and endorsement by the External Examiner for Progress and Award.
- d) Review of papers: The position of students in respect of satisfying the requirements for progression within their programme of study will be determined.

54.4.4 After the meeting:

- a) Minutes to be finalised by the Assessment team in Registry and agreed with the Chair of the meeting.
- b) Action points from the minutes to be agreed with the Chair and highlighted in the minutes for those responsible for the action.

54.4.5 Attendance is expected of all members of the Panel and those designated as being in attendance. Unavoidable absence should be notified where possible in advance to the Chair of the Panel and a substitute nominated. Colleagues need to ensure that the substitute is provided with all the necessary information in writing.

54.4.6 The Chair and Deputy Chair are empowered to make progression and award decisions relating to individual students on the Panel's behalf as may be required between meetings.

54.4.7 **Quorum:** Chair or Deputy Chair, Executive Officer, and Deputy Academic Registrar (or nominated deputies to be agreed with the Chair in advance of the meeting).