

School Assessment Panels

2023-24

University committees are requested to ensure that, in undertaking the business of the meeting, decisions taken are consistent with and reflect and promote the [University's Equality, Diversity and Human Rights Policy](#).

Purpose

To meet at programme/subject level before the School Assessment Board with responsibility for the consideration of marks at the module and programme level including the assurance of effective and appropriate moderation in line with University processes.

Terms of reference

To be responsible for:

1. Consideration of the mark list for each module, ensuring accuracy of data inputting, a clear indication of marks and/or grades for all components of the assessment, and the final agreed mark and/or grade.
2. Identification of any missing marks and recommendation for action.
3. Ensuring that the moderation process has been followed appropriately (in accordance with the Code of Practice for Assessment) and identifying and discussing any issues relating to the moderation process and recommendations for any action or resolution.
4. Consideration of borderline fail marks at module component level (39 UG and 49 PG).
5. Identification of issues requiring adjudication, advice or special resolution and recommendation for action.
6. Noting restart recommendations for non-professional programmes.
7. Noting repeat study recommendations for non-professional programmes.
8. Considering restart recommendations for professional programmes.
9. Noting any requests to the Special Cases Panel for special exceptional circumstances affecting assessment plus supporting evidence.
10. Consideration of module statistics e.g., mean and standard deviation, breakdown of grades across the bands and identification of any anomalous performance.
11. Identification of incidences of modules with strong or weak performance and any associated actions.
12. Agreeing recommendations for submission to the School Assessment Board.

To refer to:

13. School Assessment Board:
 - a. Any issues requiring special resolution.
 - b. Any recommendations submitted to the Special Cases Panel.
 - c. Any recommendations for consideration and recommendation to the Progress and Award Examination Panel.
14. School Quality Panel:
 - a. Proposed alternative forms of assessment for resit opportunities, where applicable.

Delegated responsibilities:

15. The Panel does not routinely delegate responsibilities.

Constitution

Core members

- Chair, as appointed by School Quality Panel - *Chair cannot chair subsequent School Assessment Board*
- All module tutors and assessors
- Member of Registry

In attendance

- School Administrator(s), other members of academic and administrative staff as is necessary for the business of the meeting.