# Minute Reference

**Faculty of [name]**

**Subject/Division**

**[Module/Award] Board of Examiners**

**Minutes of meeting held on [DD/MM/YY]**

**Present: [List name and role of each person]**

**In Attendance**:

**Apologies:**

*The minute should provide the names and job titles of all those in attendance to ensure quoracy can be confirmed.*

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| **1.** | Attendance |
|  | *The chair should welcome the committee and confirm that the meeting is quorate. It should be noted if an external examiner is not in attendance.* |
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| **2.** | **Minutes from the previous meeting** |
|  | *The minutes from the previous meeting should be considered and confirmed as a true and accurate record. Any changes should be noted.* |
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| **3.** | Matters arising |
|  | *Any matters arising from the minute of the previous meeting should be noted.* |
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| **4.** | Declarations of Personal Interest |
|  | *Any declaration of personal interest by a member of the Board of Examiners, together with any action arising from the declaration.* |
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| **5.** | Extenuating Circumstances |
|  | *Any decisions made by the Extenuating Circumstances Sub-Committee should be noted in list form here* |
|  |  |
| **6.** | **Academic Misconduct** |
|  | *Any decisions made by the Academic Integrity Panel should be noted in list form here.* |
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| **7.** | Review of Module and Dissertation Grades |
|  | *For each module considered at the meeting, the following should be recorded:*   * *Confirmation that all grades were approved. i.e ‘all grades were confirmed. Please note the following students require reassessment….’* * *any requirements for re-assessment.*   *The minute should include the student numbers of each student who is to be given a reassessment opportunity*  *Example:*  ***ABCD123***  *All grades were confirmed. Please note the below students require reassessment*  *1234567*  *8910111*  *2131415* |
|  |  |
| **8.** | Recommendations for Award |
|  | *For each programme considered, the following should be recorded:*   * *Confirmation of each students degree classification by their student number* * *For each discussable case, the final classification should be recorded together with a description of the discussion and the final reason(s) for the decision.*   *Example:*  ***BA (hons)***  *1234567 - 2:1*  *8910111 – 1st*  *2131414 – 2:2* |
|  |  |
| **9.** | **Award of Prizes** |
|  | *Detail who prizes will be awarded to, including student number.* |
|  |  |
| **10.** | Examiners Comments |
|  | *To include any general comments from internal and external examiners on the assessment process.* |
|  |  |
| **11.** | **Completion of Examiners Report** |
|  | *Record that the Award Report Forms have been agreed and signed off and who the signatories are.* |
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| **12.** | **Any Other Business** |
|  | *Any further action required by the Board of Examiners or the Faculty.* |
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