

Conduct of Progression and Award Boards for Taught Programmes Including Collaborative Partners

February 2023 – September 2023

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Indicate whether the document is for public access or internal access only Indicate whether the document applies to collaborative provision? (Strikethrough text, as appropriate)	Public Access Internal Access Only Applies to Collaborative Provision
Summary/Description:	This document defines the operation of Progression and Award Boards to confirm student results and awards for all taught programmes validated by the University of Winchester.

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SUMMARY OF CHANGES

This list summarises recent changes. The date confirms when the changes were implemented.

Implementation date	Approved changes
February 2023	<ul style="list-style-type: none">• Removed process related information (will now be housed in PAB process guide).• Simplified conduct guidelines into Terms of Reference format.
May 2022	<ul style="list-style-type: none">• For the period May 2022- April 2023, the means of running the Progression and Award Boards has reverted to the structure approved by Senate in Autumn 2019.• Faculty staff will be responsible for the production of papers for Department/Faculty Boards. Registry are responsible for the University Boards.• Registry will be responsible for all mark updates and updating and confirming recommendations in SITS.

Overview of Progression and Award Board Processes

Marking and Moderation

- Requirements outlined in the Assessment Regulations

External Examiner sampling

- Requirements outlined in the External Examiners of Taught Programmes - Policy and Procedures
- Each Programme must keep a list of all modules and the name of the External Examiner responsible for reporting on each one so a clear record is kept to ensure all modules are being sampled by an External Examiner
- Ensure all Programme/Subject External Examiners submit Appendix A proforma "Programme/Subject External Examiners Endorsement of Assessment and Module Outcomes"

Prior scrutiny

- Check the accuracy of assessment and module marks in SITS
- Check all marks complete and note outstanding requests for extensions/ extenuating circumstances
- Confirm all programme requirements have been met
- Review and confirm the outcome recommendations are correct and in line with the regulations. Add text to explain clearly and accurately the next steps for non-progressing students.
- Ensure all allegations of academic misconduct have been reported to Registry and be prepared to update the PAB on the progress of those allegations
- Raise potential issues or concerns to exam.boards@winchester.ac.uk in advance of the PAB
- Prepare to report on any issues or causes for concern identified during the "Marking and Moderation" or "External Examiner sampling" stages and alert the Chair of the PAB in advance

Faculty PAB

- Confers awards (including interim/exit awards), confirms student progression or, for non-progression, confirms the appropriate recommendation for each student
- If not awarded or progressed, student goes to next available PAB, or Chair's Action

University PAB

- Main purpose is to review statistical data relating to student results, including award and progression data. Exceptionally, will also review any outstanding student profiles.

Faculty Progression and Award Board Terms of Reference

Meetings can take place virtually.

Membership

Membership for quoracy

- Dean of Faculty (Chair) - Where the Dean is unavailable to Chair the meeting, the meeting should be chaired by the Associate Dean. If the Associate Dean is not available, a Head of Department can be nominated to Chair. If neither is available, the Academic Registrar must be informed at the earliest opportunity so that a suitable replacement may be sought.
- 1 x Academic Representative per department – Head of Department. Where the Head of Department is unavailable, a Programme Leader should be nominated. If neither is available, the Dean must be informed at the earliest opportunity so that a suitable replacement may be sought.
- 1 x Registry Representative
- 1 x Quality Office Representative
- Faculty External Examiner
- Academic Liaison Officer (for collaborative provision only)
- Secretary (Nominee of Director of Faculty Operations)

Additional membership

- Each programme must be represented at the Board by its Programme Leader. Where a Programme Leader is unable to attend, another Programme Leader from the same Department should be nominated to represent the programme. Where this is not possible, the Head of Department must be informed.
- Programme/ Departmental Administrator - Where Programme or Departmental Administrators cannot attend the relevant section of the Board, another administrator from the Faculty should be nominated to attend in their place. Where this is not possible, the Director of Faculty Operations must be informed.

Observation only

Programme/Subject External Examiners have a standing invitation to observe the Progression and Award Board if they wish.

Member responsibilities

1. Keep discussions and deliberations of Boards confidential (except to academic appeal investigations) and not disclose results to students until they have received the written PAB outcome letter.
2. Disclose at the earliest opportunity any potential conflicts of interest such as being a current student on any of the programmes being discussed or holding personal interest, involvement or relationship with a student being assessed.
3. Understand and correctly apply University regulations, policies and procedures.
4. Ensure marking and moderation, External Examiner sampling and prior scrutiny of student profiles has taken place diligently and in line with University requirements to allow decisions to be taken at the Board.

Conflicts of interest

The Chair will determine whether members with conflicts of interest should be absent from that part of the Board or simply abstain from discussions/decisions, and will make a brief announcement at the start of the meeting to confirm this.

Terms of reference

1. Monitor receipt of completed appendix A proformas from Programme/Subject External Examiner for each programme represented at the Board confirming endorsement of the assessment and module outcomes presented to the Board.

- a. If the proforma is not received from a Programme/Subject External Examiner, the Programme Leader must comment on why and confirm if student work has been sampled by the External Examiner. The Chair, in liaison with the Faculty External Examiner, may choose to proceed in considering results for these programmes if they are satisfied with prior scrutiny (which may include reference to whether any issues were identified during internal moderation).
 - b. If any concerns raised have been raised on the proforma, the Programme Leader will be asked to comment and the Chair, in liaison with the Faculty External Examiner, may choose to proceed in considering results for these programmes if they are satisfied with the response to the concern(s).
2. To confer awards upon students who have completed their programmes in accordance with the appropriate programme specifications and regulations.
 3. To confer interim/exit awards upon students who have withdrawn from the University or who have failed to meet the requirements of their intended award.
 4. To confirm the eligibility, or otherwise, of students to progress to the next stage of their programme and, for non-progression, to confirm the appropriate recommendation for each student, including reference to allegations of academic misconduct.
 5. At the end of the Board, the Faculty External Examiner shall be invited to comment on the conduct of the Progression and Award Board.

Collaborative Partners

Any from these terms of reference for collaborative partners must be detailed in the formal agreement and operational handbook for that collaborative partner.

University Progression and Award Board Terms of Reference

Membership

Membership for Quoracy

- Deputy Vice Chancellor or their nominee (Chair) - Where the Deputy Vice Chancellor is unavailable to Chair the meeting, the meeting should be chaired by an appropriate senior member of staff as nominated by the Deputy Vice Chancellor.
- Dean of each Faculty or their nominee - Where the Dean is unavailable to attend the meeting, the Associate Dean or a nominated Head of Academic Department shall attend. If neither is available, the Academic Registrar must be informed at the earliest opportunity so that a suitable replacement may be sought.
- Academic Registrar (or nominee)
- Director of Faculty Operations of each Faculty or their nominee
- One Faculty External Examiner must attend for Quoracy. However, all Faculty External Examiners are invited and receive the paperwork for consideration of the statistical data (See Term of Reference 1).

Member responsibilities

1. Keep discussions and deliberations of Boards confidential (except to academic appeal investigations) and not disclose results to students until they have received the written PAB outcome letter.
2. Disclose at the earliest opportunity any potential conflicts of interest such as being a current student on any of the programmes being discussed or holding personal interest, involvement or relationship with a student being assessed.
3. Understand and correctly apply University regulations, policies and procedures.

Conflicts of interest

The Chair will determine whether members with conflicts of interest should be absent from part of the or simply abstain from discussions/decisions for part of the meeting, and will make a brief announcement at the start of the meeting to confirm this.

Terms of Reference

1. To review statistical data relating to student progression, results and award.
2. Exceptionally the University Progression and Award Board can also perform the Terms of Reference of a Faculty Progression and Award Board.

APPENDIX A PROGRAMME/SUBJECT EXTERNAL EXAMINERS ENDORSEMENT OF ASSESSMENT AND MODULE OUTCOMES – See separate document