

## Boards of Examiners (and their appointment, membership and authority) for The Open University awards 2019-20

<b>Member of management responsible</b>	Matthew Twitchet
<b>Author of policy/procedure</b>	Nabeel Zaidi
<b>Peer reviewed by</b>	Colin Bladen-Kopacz, Frazer D'costa
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## **Introduction**

This policy relates to students studying for The Open University awards at South Essex College. Version 1.0 of this policy was drafted by and the responsibility of the Faculty of Higher Education (HE). This policy has now been updated to reflect the new structure outside of the Faculty of HE where The OU HE provision continues to reside, but with changed oversight and quality assurance arrangements within that structure.

### **1.0 Appointment of Boards of Examiners**

- 1.1 For every programme leading to a validated award of The Open University there is a Board of Examiners whose constitution (including a note of those members constituting a quorum) and terms of reference will have been approved by The Open University.
- 1.2 External Examiners are appointed by, and report to The Open University. The terms under which they engage with the College and the programmes to which they are appointed are those determined by The Open University.

### **2.0 Membership of Boards of Examiners**

- 2.1 The membership of the Boards of Examiners is determined by the Vice Principal Quality and Compliance at the beginning of the academic year.
- 2.2 All External Examiner(s) for the programme are members of the board. Under no circumstances may a College student of The Open University or student studying for an award of The Open University be a member of, or attend, a Board of Examiners. (A person who is otherwise qualified to be an internal examiner for a programme, for example as a member of academic staff or as an approved External Examiner, and is coincidentally registered as a student on another programme either at the same institution or elsewhere, will not be disqualified from carrying out normal examining commitments.)
- 2.3 The Chair of the Board of Examiners will be a senior member of staff, namely the Vice Principal Quality and Compliance, who is not directly involved in the delivery of the programme or the assessment of students in the programme considered by the Board of Examiners. A member of staff from the relevant department where The OU provision resides will be appointed as a Secretary to the Board of Examiners. The chair of the Board of Examiners cannot be the chair of the Extenuating Panel.
- 2.4 A member of The Open University staff must be present at any Examination Board where decisions about progression and final recommendations for an Open University award are made. (Although not normal practice The Open University reserves the right to Chair the Board of Examiners or any subsidiary boards.)
- 2.5 Proposed membership of the Boards of Examiners is as follows (subject to approval by The Open University and the Vice Principal Quality and Compliance:

<b>Board position</b>	<b>Role title</b>
Chair	Vice Principal Quality and Compliance
Secretary	A member of staff from the relevant department where The OU provision resides
External Examiner (PgCE, Cert. Ed.)	TBA
a member of management staff from the relevant department where The OU provision resides	Head of Department

### **3.0 Authority of Boards of Examiners**

- 3.1 The Board of Examiners is authorised to determine the progression of students in accordance with these academic regulations and to recommend progression or the conferment of validated awards of The Open University.
- 3.2 All progression and award recommendations are made to The Open University's Module Results Approval and Qualifications Classification Panel (MRAQCP) for them to ratify. The Panel is responsible for approving recommendations for module results and the award and Classification of qualifications validated by The Open University.
- 3.3 All decisions related to a student's progression, final results, and awards, will be considered by a properly constituted Board of Examiners.
- 3.4 No other body has authority to recommend conferment of an award or progression, nor to amend the decision of an approved and properly constituted Board of Examiners acting within its terms of reference and in accordance with the regulations for the programme of study. A Board of Examiners may, however, be required to review a decision, or may have that decision annulled under the Appeals procedure.

### **4.0 Conditions of conferment by The Open University**

- 4.1 The OU may approve conferment of a validated award when the following conditions are satisfied:-
- (a) The student has been a registered student at the College at the time of the assessment for an award and the appropriate fee to The Open University has been paid by the College.
  - (b) Details of the student's full name, full postal address, email address, telephone numbers, date of birth, gender, programme of study, award and all required information have been forwarded to The Open University.
  - (c) The institution at which the student has been registered has confirmed that the student has completed a programme of study approved by The Open University as leading to the award being recommended.

- (d) The award has been recommended by a Board of Examiners convened, constituted and acting under regulations approved by The Open University and including all members appointed by The Open University as External Examiners for the programme.
- (e) The recommendation of the award has been signed by the Chair of the Board of Examiners, the External Examiners and The Open University's representative at the Board of Examiners, confirming that the assessments have been carried out in accordance with the requirements of The Open University and that the recommendations have received the written approval of the External Examiners.