

Appendix 6

Minutes of the Board of Examiners – record of decisions

A copy of the minutes of the Board of Examiners should be sent to the Student Registry with the results. If this is to slow down the sending across of the results, they can be forwarded later, but before the committee of the Senate meets.

The minutes should reflect those present: external examiners, internal examiners and internal assessors. If external examiners who were not present were contacted, details should be given.

The following general issues should be commented on where appropriate:

- Any scaling of a set of marks with reasons
- Treatment of marks obtained from overseas institutions
- Discussions of marks on any modules where these fall outside the agreed guidelines for mean and standard deviations on such modules
- Any general issues relating to the treatment of special cases
- A brief summary of the oral report from the external examiner

Individual candidates:

- The final result of each candidate should be read out and recorded in the minutes whether on a borderline or not
- Discussion of the results of any candidates on a borderline should be recorded, particularly in relation to the application of the regulations and the application of discretion
- The treatment of any compassionate or special circumstances, including those where medical evidence was considered by the extenuating circumstances committee
- Comments on the outcomes of any vivas