

UNIVERSITY OF LEEDS

School Assessment Board

Terms of Reference

To consider and determine on behalf of the Senate the results of all examinations and assessments for individual candidates for all modules for which the School has a responsibility. The Assessments Board will:

1. meet for the consideration and determination of the results for the modules for which the School is responsible
2. satisfy itself that the School has properly discharged its responsibilities under section 2 above
3. consider results in accordance with the approved Faculty/School Code of Practice on Assessment
4. keep formal Minutes of proceedings and decisions¹

Constitution and Membership

Chair: The Head of School (or nominee)

Relevant teaching staff for the modules for which results are to be considered, or their nominee. (This should include representatives from co-teaching Schools or other members as required)

Programme Leader[s] or nominee as appropriate

Academic Assessment Lead (or equivalent)

At least one member of the student education service to record the meeting².

Quorum

Teaching staff for the results being received, Programme Leaders (as needed), Exams Officer or equivalent or their nominees, SES staff as appropriate

Representatives of the teaching staff ³or their nominees are expected to attend all meetings of Assessments Boards. To maintain quorum requirements it is expected that at least one third of the expected membership, including the chair, are in attendance.

Agenda

The agenda should be sent to members as soon as possible in advance of the meeting.

¹ Suggested templates for production of minutes are available from QAT

² Future consideration of the roles of Exams Officer and/or SES staff acting as secretary around expectations of the roles may be helpful, for example. whether responsibility for provision of regulatory advice and adherence to QA procedures should be included, which may require specific training

³ http://ses.leeds.ac.uk/info/22163/examiners/622/internal_examiners
QAT/May 2016