

UNIVERSITY OF LEEDS

School Progression and Awards Board

Terms of Reference

To consider and determine on behalf of the Senate the final outcomes of all candidates for programmes of study parented by the School. The Progression and Awards Board shall:

1. meet for the consideration and determination of awards, progression and classifications for the programmes for which the School is responsible
2. satisfy itself that the School has properly discharged its responsibilities (see paragraph 2 above)
3. consider results in accordance with the approved Faculty/School Code of Practice on Assessment, Rules for Award and relevant programme specifications
4. receive recommendations of the Assessments Board
5. keep formal minutes of proceedings and decisions. Clear indication of when special circumstances discretion and/or academic discretion has been considered for individual candidates should be noted together with the agreed outcome¹

Constitution and Membership ^{2 3}

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

At least one External Examiner [for the award[s]]

Exams Officer or equivalent

At least one member of the student education service to record the meeting

Quorum

Programme Leader(s) (or nominee)

Academic Assessment Lead

External Examiner(s)

SES staff as appropriate

To maintain quorum requirements it is expected that at least one third of the expected membership, including the chair, are in attendance.

Planned absence should be reported to the Chair in advance of the meeting. All decisions must be ratified by at least one External Examiner.

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 The *Procedures relating to the Duties of External Examiners* sets out that External Examiners have the right to be present at all meetings where significant decisions are to be taken in respect of the provision for which (s)he is responsible, ie. those meetings where the External Examiner involvement is essential in the approval of awards, classifications and marks/grades contributing to awards or the ratification of module marks/grades for purposes as progression. The External Examiner is required to be present at all 'final' examiners' meetings in the subject(s) in which they are involved. If an External Examiner exceptionally cannot attend a meeting (s)he must be available for consultation by telephone.