

## **UNIVERSITY OF LEEDS**

### School Assessment Board

#### **Terms of Reference**

To consider and determine on behalf of the Senate the results of all assessments for all candidates for modules parented by the School.

1. Consider and determine the results for the modules for which the School is responsible.
2. Consider results in accordance with the approved Faculty/School Code of Practice on Assessment.
3. Evaluate outcomes and any discernible trends based on agreed criteria.
4. Confirm that the School has properly discharged its assessment responsibilities.
5. Record proceedings and recommendations through formal minutes.
6. Forward recommendations to the appropriate School Progression and Awards Board.

#### **Membership**

- The Chair will hold a student education leadership role and have the appropriate knowledge and experience (e.g. the Head of School/Director of Student Education/Academic Assessment Lead).
- A member of the Student Education Service will attend to service the meeting and produce formal minutes.
- The relevant Programme Leader(s), or nominee(s), will attend as appropriate.
- The relevant teaching staff, or nominees, for the modules for which results are to be considered will attend.
- Representatives from co-teaching Schools will attend as required.

#### **Quorum**

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