

Examination Board Guidance 2023-24

Scope

This is a staff guidance document for colleagues managing and supporting the various upcoming Subject Exam Boards (SEBs). It is produced by the Assessment Governance team in the Directorate of Governance and Legal Services (DGLS). This document is to assist colleagues with the preparation and management of exam board business and, therefore, not intended for as student focussed guidance on the exam process.

This document will detail the relevant processed and regulations for the current year, but SEBs should be mindful that some students under consideration at the Board may fall under previous regulations, including those adopted to mitigate the effects of the [pandemic](#).

Award rules held within SITS are maintained by the Data Quality Team (DQT) and reflect any amendments made to the Regulations. Each student's entry in the SEB Board report will include the regulations which apply to their progression and award.

In using this guidance SEBs should also refer to the relevant [Academic Regulations](#) and the [Assessment Handbook](#).

If you have any queries please do not hesitate to contact the Assessment Governance team at qualityandstandards@qmul.ac.uk.

Contents

Scope	1
Pre Examination Board	2
Marking.....	2
External examiners	2
Extenuating Circumstances.....	3
2021-22 Regulatory changes.....	3
Late Work Penalties and non submission/attendance	4
Running SEB Reports	4
Useful Reports in MySIS and Training.....	5
Examination Board.....	5
Templates	5
Quoracy.....	5
Reviewing module results.....	5
Consideration of Student Results - Progression.....	6

Consideration of Student Results – Classification	6
Award requirements & Classification.....	6
Borderline Policy	7
Students who BEGAN their programme in 2021/22 or later:	7
Students who BEGAN their studies BEFORE 2021, and were NOT finalists in 2019/20 or 2020/21	7
Students who were FINALISTS in 2019/20 or 2020/21 but did not complete.....	8
Post Examination Board.....	8
Release of Results.....	8
Chair’s Actions and Mark Changes.....	8
Submission of Board paperwork	9
Appendix.....	10
1. Progression/Award codes.....	10
2. Academic Misconduct codes.....	11
3. Important dates.....	12
4. DEB dates 2024	12

Pre Examination Board

Marking

Standard marking procedures can be found in Chapter 5 of the [Assessment Handbook](#). Complete paper trails of marking and moderation/second marking remain critical to the SEB process as these are required by external examiners and also in the review and resolution of student appeals are required in case of challenge from a regulator.

SEBs are responsible for ensuring that marks are entered into Mysis by the stated deadline (see App 3 for important dates.) The SEB board reports extract data from SITS, and the award/progression rules cannot be applied until all the student’s marks are entered. Although SEBs are responsible for confirming module results, not all students taking a module may fall under the same Board. Therefore, it is important to avoid mark changes after the deadline, as these could affect the decisions of another SEB.

SEBs should be particularly mindful of joint honour students when amending marks after the deadline, where they are not the home School, as the student(s) overall outcome may be affected by the change. Communications between SEBs is vital to ensure no student’s award/progression is affected by late mark changes.

DGLS requests the exam board dates of SEB so that these can be published on the [DGLS website](#). Please check this and let us know of any updates or errors.

External examiners

External examiners are appointed from the 1st September and complete on the 31st December four years later. They are appointed to each programme of study, or multiple cognate programmes, and

are members of the Subject Examination Board. Their primary role is to ensure that the standard of Queen Mary assessment and awards are consistent with those of other UK HEIs, to ensure that all students are treated equitably and that due consideration is given to individual student cases where necessary.

SEBs should ensure that the external is given sufficient time to review and confirm marking prior to the mark deadline. SEBs devise their own method of sharing sample packs and must ensure that all externals are able to access samples before the exam board. Communications with external examiners is key to ensuring they have a clear calendar of tasks and are able to raise any issues with availability in good time. Clear paper trails of relevant correspondence should be kept to confirm their review and approval of module marking.

Full details of the role and duties of the external examiner can be found in Chapter 8 of the [Assessment Handbook](#). SEBs should ensure that nominations for external examiners to begin in September 2024 are with DGLS by the 30th June 2024.

Extenuating Circumstances

Each SEB must hold an EC-sub-Board prior to the meeting of the full SEB to consider EC claims. School specific guidance and information in the online portal informs students that the deadline for the submission of ECs and any outstanding supporting documentation is three working days prior to this meeting. A set of confidential minutes should be taken and retained for reference; the SEB only requires a summary of recommended actions from the sub-Board.

EC sub-Boards are Chaired by a senior member of the School/Institute, such as the Senior Tutor, but they cannot be the SEB Chair. The sub-Board considers claims to determine validity and make recommendations to the SEB on any actions to be taken. SEBs are reminded that extensions cannot be granted where marking will not be completed by the mark entry deadline, this relates to all coursework and dissertations/projects.

In extreme cases the recommended outcome may require discussion at the SEB. The sub-Board Chair will only outline specific detail where strictly necessary; it should be sufficient for the EC sub-Board Chair to confirm the extent of ECs to the SEB without disclosing their nature.

SEBs are once again reminded of the need to communicate with each other regarding EC outcomes, where the module may be owned by the SEB but taken by a student outside of the School/Institute, to ensure that mark changes are made before the students' progression/award outcome is considered by their home School.

Potential EC outcomes for the SEB (see *Regulation 3.57*) are:

- i. Approve a first sit.
- ii. Approve discounting the affected element of assessment from the module mark - if it counts for no more than 20 per cent of the module mark.
- iii. Recommend a first take to the DEB.
- iv. Recommend deferral of classification (UG only) to the DEB.

2021-22 Regulatory changes

SEBs are reminded that permitted EC outcomes (*Regulation 3.57*) were revised in 2021-22 to remove:

- former clause iv: so that ECs could no longer be a factor in considering borderline candidates.
- former clause vi: so that ECs could no longer be used to discount up to 30 credits of affected modules from the calculation of the overall Classification Mark. (UG only)

If the SEB is unsure on application of Regulations for students who entered prior to September 2021, they should contact [DGLS](#).

Late Work Penalties and non submission/attendance

If an assignment requiring submission is submitted after the specified deadline it should be recorded as late and a penalty applied (*Regulation 3.48*). If a student has valid ECs then the penalty may be fully or partially waived. It is the responsibility of the SEB to ensure that all adjustments to marks for late submission, or subsequent accepted ECs, are made in SITS and that these are reflected in the SEB Board report provided to the SEB.

As above it is important for SEBs to communicate any changes to marks made after the mark entry deadline, where these affect the mark profile of students from other School/Institutes.

Where an assignment is a face to face examination or an online assessment that doesn't permit late submission the work is marked as "ONS" (zero non-sit/submission). Any valid EC outcome would therefore be to approve a first sit at the next opportunity and recorded as "0 NA" (zero, ECs accepted).

Running SEB Reports

Please replace your bookmarked link with this new link to the SEB Report generator:

<https://webapps-private.its.qmul.ac.uk/seb>

SEBs should check that all staff who need to run reports are able to log in and do so, before you need to run the reports. If relevant SEB staff do not have access, email [DGLS](#) with their details to arrange access.

The reports extract data from SITS and that data is refreshed every hour during the exam board window. It is important that SEBs run reports and check these prior to the SEB to identify students with outstanding marks or on hold due to an ongoing alleged academic misconduct investigation or to identify potential errors with the student record.

If SEBs identify any issues with the outcomes on the report – i.e. students not calculating for award/progression - these need to be reported for Student Records or DQT to investigate, and should be made via a MySIS helpcall. SEBs are reminded that the onus is on the SEB to look closely at the profiles of students who have a progress code of "RVW" (review). This code means that there is an error with the student's profile which is preventing the underlying progression and award rules from being applied correctly. The SITS generated "Student Detail" report may help to identify the cause i.e. missing module selection status. If the error is something that can be fixed by DQT/Student records prior to the S/DEB this should be raised via a help call. Where there is a fundamental issue this may require action by the S/DEB i.e. request a suspension of regulations.

Both Student Records and DQT run reports following the mark deadline to undertake quality checks, therefore please do not start to run reports until the date/time stated below. If your SEB is to run

outside of the standard exam board window, please contact DQT/Student Records, via a helpcall, in good time so that they can preparing the student record and associated data for SEB review.

Full guidance on the format and detail of the report can be found in the [Assessment Handbook appendices](#).

Useful Reports in MySIS and Training

MySIS training documents remain accessible under the “SIS Support and Training” tab in Mysis. These documents also provide a glossary for the codes used in the SEB reports (see also appendix 1). Those new to SEBs or requiring refresher training can request this under the same tab in MySIS. Colleagues from DQT will run ad hoc sessions, so please ensure you provide your availability when logging the request.

Following previous developments, SEBs are reminded that they are able to run various MySIS reports to assist with the location and updating of individual missing marks prior to the Board:

- To check for missing marks: located in the “Mark Entry Reports” container, which is located under the “Assessments” tab in MySIS
- To calculate progression/award for individual students: “Calculate Progress Codes”, is located under the “Progression and Awards” tab of MySIS.
- Review of progression/award: “Progression-SEB/DEB Preparation Report” is located in the “Progression Reports” container under the “Progression and Awards” tab. This is real-time data and is used in conjunction with the “Calculate Progress Codes” so that SEBs do not have to await the SEB report refresh to confirm the outcome of any mark changes.

During the exam period DQT and Student Records monitor the helpdesk, closely, to prioritise SEB related queries to ensure the Board Reports are correct for the SEB.

Examination Board

Templates

DGLS reviews and updates the SEB Agenda, Minute, Report to DEB and Chair’s Action templates every year and these can be found on the [DGLS webpages](#). The templates also have specific guidance to assist Chairs and Secretaries with the business of the Board. The Agenda outlines the business that the SEB must undertake and the Minute template provides a standard form of words to ensure clear and concise recording of decisions.

SEBs do not need to record the outcomes of every student, and may submit copies of their SEB Board reports as appendices to the minutes. The Minute template and guidance identifies which students must have a formal mention in the minutes.

Quoracy

Quorum for an SEB is 50% of the total membership or five members, whichever is the fewer. This shall include the Chair, and/or deputy Chair and at least one external examiner. Further details around running an SEB can be found in section 6.40 of the [Assessment Handbook](#).

Reviewing module results

All SEBs follow the standard marking practices as per the Assessment Handbook and it is the role of the SEB to confirm the marks of all modules before considering the mark profiles of students. The

Power BI tool has considerable functionality that will help with the review of results on a student, assessment, and modular basis.

Relevant SEB colleagues should ensure they have the required permissions to access the BI tool.

Consideration of Student Results - Progression

The Board should consider the mark profiles of all pre-final year students, this includes:

- All students on UG programmes.
- All students on multi year PG programmes.
- All PGT students who are due to submit their dissertation/project in August/September.

The standard progression rules, as set out in the relevant edition of the Academic Regulations, apply for all programmes, both UG and PG. All students who could benefit from the 2019/20 automatic progression will have done so. No similar action was required in 2020/21, as QM was able to amend provision in light of potential governmental restrictions.

The SEB has the following approval/recommending powers for continuing students:

Approval	Recommendations for DEB approval
Progression	Deregistration, where no resit attempts remain
First sits and other EC related decisions	First take requests (on the basis of ECs)
Resits	Retake requests
	Suspension of Regulations

Consideration of Student Results – Classification

The Board should consider the performance of all final year students (UG), and all PG students in resit from a previous Board.

SEBs should note that there may still be variation between award rules for individual student awards, and the award rules in SITS will calculate the award as per the correct version of the Regulations for individual students. If required the 2019/20 mitigations can be found in the [Policy Zone](#)

Some programmes have their own special regulations - as noted in Section 6 and 7 of the Academic Regulations – where special regulations have been approved, these override the standard award regulations.

Award requirements & Classification

“Award requirements” refers to the minimum requirements needed to achieve the intended award – i.e. credits taken and passed, passing core modules, minimum overall mark etc – rather than how the overall Classification Mark is calculated.

All students are subject to the standard award requirements as set or in the relevant edition of the Academic Regulations and very few will be subject to the [2019/20 amended award rules](#). SITS will automatically calculate all undergraduate students for award, where the minimum requirements for award are met. Therefore, it is important for SEBs to highlight cases where award is being deferred due to accepted ECs.

Postgraduate students may accept an award by condoned failure – where requirements are met – therefore, it is the responsibility of the student to accept the condoned award via the MySIS task. If the student doesn’t accept the offered condoned award, they will automatically be entered for the permitted resit attempt.

The SEB has the following approval/recommending powers for Finalists:

Approval	Recommendations for DEB approval
First sits and other EC related decisions	First take requests (on the basis of ECs)
Resits (where attempts remain)	Retake requests
	Award, where conditions are met.
	Termination, with or without an exit award (where all resit attempts have been exhausted)
	Application of the borderline policy to raise to the higher class
	Suspension of Regulations or application of unusual Regulations

Borderline Policy

The Borderline classification policy can be used to recommend a higher award classification, where the following specified criteria are met. There is no discretion at the pass/fail border, nor is their discretion at module level.

Borderline consideration cannot be automated at present, therefore, SEBs are required to pay particularly close attention to these cases and ensure all cases are recorded in the minutes – regardless of whether they meet the requirements for raising or not.

Students who BEGAN their programme in 2021/22 or later:

As noted above regulatory changes from 2021/22 removed ECs from consideration of students at the borderline and the expanded the zone of consideration applied to all students. There was no change to the number of credits required:

Zone of consideration	1.5%
Credits required:	
All UG programmes (which classify using the Classification Mark)	60 Credits
CILT	15 Credits
PgCert	30 credits
PgDip	60 credits
MA/MSc/MRes/MPA/MBA	90 credits
Euromasters (SPCS only)	120 credits

Students who BEGAN their studies BEFORE 2021, and were NOT finalists in 2019/20 or 2020/21

The standard borderline policy applies, noting the limited ability to use ECs to expand the zone of consideration on the grounds of accepted ECs

Zone of consideration	1% 1.5% with significant ECs in the final year not taken into consideration elsewhere
Credits required:	
All UG programmes (which classify using the Classification Mark)	60 Credits
CILT	15 Credits
PgCert	30 credits

PgDip	60 credits
MA/MSc/MRes/MPA/MBA	90 credits
Euromasters (SPCS only)	120 credits

Students who were FINALISTS in 2019/20 or 2020/21 but did not complete.

Students who were in their final year of study (UG) or any year of study (PG) in either 2019/20 or 2020/21, required mitigating measures to address the ongoing effects of the pandemic. Therefore, adjustment was made to the borderline policy and remain in place for these students only:

Zone of consideration	1.5%
Credits required:	
All UG programmes (which classify using the Classification Mark)	45 Credits
CILT	15 Credits
PgCert	30 credits
PgDip	45 credits
MA/MSc/MRes/MPA/MBA	75 credits
Euromasters (SPCS only)	105 credits

Post Examination Board

Release of Results

Following confirmation of results at the SEB, Schools should undertake the process to confirm progression and release module results to all students. Results will show in Mysis as “provisional” until the formal release of results date (see important dates below).

Releasing marks and confirming progression for continuing students post Board will give students time to raise queries with the School/Institute and thus give the School time to investigate and update any mark entry errors prior to submission of the SEB paperwork.

NOTE the recent MySIS upgrade requires an update to the confirmation task this year. DQT and Student Records are working on updated guidance and training and details of this will be circulated shortly.

Schools/Institutes should note that students who wish to appeal the decision of the SEB must contact their School/institute first to seek to resolve the issue outside of the process. Early release of marks provides students with the time to seek an informal resolution before the official release of results.

Please note that progression codes for student outcomes which require DEB approval *should not* be released by the SEB. Following the relevant DEB meeting Student Records will process these student outcomes on the part of the SEB.

Chair's Actions and Mark Changes

SEBs are able to amend marks in SITS post board and these actions should be noted in the Minutes as “post SEB Actions”. The SEB cannot make changes to marks following the DEB.

Mark changes which occur *after* the submission of the SEB paperwork, *but before* the DEB: the SEB can make the mark change in SITS, and send updated minutes to Records and DGLS detailing the mark updates. Where these changes also affect a recommendation to the DEB i.e. award or deregistration, the SEB must highlight the change, so that DGLS can also update the DEB report.

Like the SEB, DGLS extract SITS generated Board reports and prepare these in advance of the DEB meeting, therefore it is imperative that the SEB keeps all post SEB mark changes a minimum. This is why early release of provisional results is essential.

Any amendments required to marks following the DEB need to be submitted on the relevant Chair's Action template and emailed to the [Chairs action](#) email, together with the approval email of the SEB/Deputy SEB Chair. Where the amendment also changes the progression/award decision made at the DEB, these must also be sent to the [Assessment Governance Team](#), as these require DEB approval. The Chair's Action template can be found on the [DGLS website](#), and a record of Chair's Actions needs to be kept by the SEB.

Chair's Actions are used in extremis, and the template requires a rationale for why action needs to be taken outside of the Board. SEBs are reminded that Chair's Actions, like SEB minutes, can be requested under freedom of information requests and may be used to settle student appeal/complaints. Therefore, the request should be clear and concise to outline both the action and the rationale.

Submission of Board paperwork

It is important that complete SEB paperwork is submitted by the deadline date and time listed below. Once received, DGLS will carry out relevant checks in preparation for the DEB. Therefore, SEBs are asked to ensure that all relevant post SEB checks and marks updates are completed in SITS and noted in the minutes before paperwork is submitted.

SEBs are reminded that the DEB report only includes final year students, therefore it is essential for the SEB to complete the *SEB Report to the DEB* to highlight continuing students who are being recommended for deregistration or for a first/re take.

In all cases, the SEB paperwork for submission to [DGLS](#) and [Student Records](#) should comprise:

- SEB Report to the DEB,
- SEB minutes,
- EC Summary,
- Any First/re- take forms (where necessary).

SEBs may want to take this opportunity to pass on the UG external examiner fee payment instructions to [DGLS](#), so that payment can be processed as soon as the annual report has been submitted by the external examiner.

May 2024 (updated 12/6/24)

Appendix

1. Progression/Award codes

Code	Meaning
Award Codes	
CIA	Completed with intended award
CRA	Completing with intended award by condoned failure or for a resit (PG): students must accept the award, or they will automatically be entered for any resit(s)).
CFA	Completing with intended award by condoned failure (PG): all resit attempts have been taken.
CAA	Completing with an alternate award: student has exhausted all attempts to achieve the intended award.
CXA	Completing with an alternate award by condoned failure (PG): student has exhausted all attempts to achieve the intended award and awarded an exit award by condoned failure
Students yet to complete	
ADM	Admin progression (PG): Students who are yet to complete the dissertation.
ADA	Admin progression with resits (PG): Students who are yet to complete the dissertation and have resits in the late summer,
PGA	Progress with trailing credit (UG), students can progress to the next year of study and also have deferred first sits in the late summer
PGD	Progress Demote - for UG Integrated students who cannot meet progression to the L7 year of study.
PGP	Progress Promote – for UG Integrated students who meet progression requirements to the L7 Year of study
PGR	Progress with trailing credit (UG) - students can progress to the next year of study and also have resits in the late summer
PGS	Progress in good standing (UG)
REF	Reassessment in the same academic year: where progression/award cannot be confirmed until resits/first sits are complete.
RES	Resuming study after a period of interruption
RMO	Interrupted student who is remaining out of attendance and not for consideration at the Board
Student records requiring further action by the SEB	
RVW	Review (Students progression/award cannot be automatically calculated due to an error on the record.)
MMK	Missing Marks (Students progression/award cannot be calculated until missing marks have been entered)
HOL	On hold (Student on hold due to alleged academic misconduct/ or SEB Admin Hold)
FNF	Fail no Further attempts (SEBs should double check that deregistration is correct)
ROA	Resitting out of attendance (SEBs should double check that all resits marks are up to date in SITS)

2. Academic Misconduct codes (updated 12.6.24)

School Level		
Penalty	Outcome	Code to be used
i	Formal reprimand	No code
ii	Requirement for the element of assessment, in which misconduct occurred, be resubmitted. (This will not count as an additional attempt and the resulting resubmission mark will not be capped.)	XB
iii	Failure (a mark of zero) in the element of assessment in which misconduct occurred, with a resubmission of the element permitted with the same attempt at the module. (This will not count as an additional attempt, but the mark for the resubmitted element will be capped at the pass mark.)	XS until mark is available
iv	Failure with a mark of zero for the relevant element of assessment, with no right to resubmit.	XR
Queen Mary Level		
Penalty	Outcome	Code to be used
i	Reprimand	No code
ii	Capping element of assessment to pass mark	XC (School/Institute to overwrite with fail or capped mark)
iii	Uncapped resubmission of an element of assessment	XD (new code)
iv	Capped resubmission of an element of assessment	XA until mark is available
v	Capping the module	XM
vi	Fail module, with resit permitted	X
vii	Fail module, no resit permitted	XN
viii	Capping whole diet (modules taken and yet to be taken)	XM
ix	<i>NA, Refers to PGR only</i>	
x	Suspension, mark of zero in all modules	OX – and suspension
xi	Expel from University, mark of zero in all modules	OX – and deregistration

3. Important dates

Date	Event
29/04/2024 – 01/05/2024	Sem 2 / Year Long Module Study Period
02/05/2024 – 31/05/2024	Examination period (semester 2 /year long modules)
14/06/2024	(12 noon) Strict deadline for al UG, PGT and Associate Assessment marks to be entered in to SITS.
14/06/2024	(after 1pm) UG & PGT SEB window
20/06/2024	End of UG SEB window
25/05/2024	UG (12pm) Deadline for post-meeting mark changes to be made in SITS. (After this date, only Registry can make changes.) >(12pm) Deadline for submission of UG SEB paperwork - Minutes, Report to the DEB and the EC summary - to DGLS and Tessa Cornell.
28/06/2024	End of PGT SEB window
30/06/2024	Deadline for DGLS to receive nominations for new external examiners to start in September 2024
03/07/2024	PG (12pm) Deadline for post-meeting mark changes to be made in SITS. (After this date, only Registry can make changes.) >(12pm) Deadline for submission of PG SEB paperwork - Minutes, Report to the DEB and the EC summary - to DGLS and Tessa Cornell.
11/07/2024	Official publication of results: UG students
16/07/2024	Official publication of results: PG students
05/08/2024 – 16/08/2024	Examination period (late summer resits)
23/08/2024	Deadline for all late summer assessment marks to be entered in SITS
27/08/2024-30/08/2024	Late summer SEB window
06/09/2024	> Deadline for post-meeting mark changes to be made in SITS. (After this date, only Registry can make changes. Marks are locked via TMR.) > Deadline for submission of late summer SEB paperwork - Minutes, report to the DEB and the EC summary must be sent to DGLS and Tessa Cornell.
10/09/2024	Official publication of results: UG continuing students
24/09/2024	Official publication of results: UG finalists
20/09/2024	Strict deadline for all PGT marks to be entered into SITS
23/09/2024-02/10/2024	PGT SEB window
04/10/2024	>Deadline for post-meeting mark changes to be made in SITS. (After this date, only Registry can make changes. Marks are locked via TMR.) > Deadline for submission of PGT SEB paperwork. Minutes, report to the DEB and the EC summary must be sent to DGLS and Tessa Cornell.
21/10/2024	Official publication of results: PGT

4. DEB dates 2024

UG HSS DEB 1 (Summer)	2 July 2024, 10am-1pm
UG HSS DEB 2 (Late Summer)	18 Sept 2024, 10am -12pm
UG S&E DEB 1 (Summer)	2 July 2024, 2-5pm
UG S&E DEB 2 (Late Summer)	18 Sept 2024, 2-4pm
Joint PGT DEB (Summer)	10 Jul 2024, 10-11am
PGT HSS	11 Oct 2024, 2-4.30pm
PGT S&E	11 Oct 2024, 10-11am
PGT FMD	15 Oct 2024. 10-12pm

