



ICHAS

Section 2 (b) – Terms of Reference for Advisory Structures

Subject:	Terms of Reference for the Pre-Examinations Board		
Date Approved by Academic Council:			July, 2021
Policy Version	1/2021	Date due for Revision	July 2024

PURPOSE The Pre-Examinations Board is a sub-committee of the Examinations Board – its purpose is to support the full and proper preparation of results for consideration by the Examinations Board

MEMBERSHIP

- Vice-President (Academic Affairs)
- Director of Studies
- Programme Leaders
- Registrar

Role and Responsibilities

The Pre-Examinations Board is advisory, and its role is viewed as anticipatory of the Examinations Board bringing any issues arising from the following to the attention of that Board.

The following roles and responsibilities apply:

- Ensure consistency of marking between internal examiners.
- Ensure consistency with national standards for that level.
- Discuss the outcome of marking discrepancies.
- Identify students whose grades are on the borderline in relation to award classification and forwarded for discussion at the Examination board.
- To oversee assessment procedures in designated programmes and to maintain standards of assessment
- To apply the assessment regulations for the programme
- To moderate the module marks achieved by students
- To consider and approve the assessment marks achieved by students
- To consider and approve module results and the award of associated credit
- To review progress of students who have not yet attempted level completion;

- To consider recommendations in respect of students with mitigating circumstances
- To consider recommendations following investigations into breaches of academic integrity
- To consider and approve formal progression decisions for each student and their continuation or discontinuation on a programme of study
- To ensure that decisions on module results are accurately recorded and are available to the Examinations Board
- To record actions arising for consideration by the Examinations Board arising from its deliberations

Role of the Chair of the Pre-Examinations Board

The Chair convenes and manage meetings, provide such documentation, scripts and assessments and/or reports are necessary to members for the proper functioning of the Committee.

Role & Expectations of Members of the Pre-Examinations Board

Committee members are expected to be appropriately prepared for each meeting, read relevant Assessment material and documentation in advance, and make every reasonable effort to attend each meeting.

Operating Procedures

- The Chair of the Committee convenes meetings with adequate notice.
- The Chair should outline the procedures of the meeting at the outset of the meeting.
- Meetings are held in a timely and efficient manner.
- Minutes are recorded and be available to the Examinations Board

Meeting Frequency: The Board meets one week in advance of each Examinations Board and after the meeting of the Internal Moderation Committee

Quorum: Meetings of the Board require three members present.

Powers of Decision Making: The Pre-Examinations Board is advisory in nature and makes recommendations to Examinations Board highlighting issues that arise from with the remit of their role.

Reporting Relationships: The Pre-examinations Board report to the Examinations Board