## **APPENDIX THREE: Course Assessment Board Terms of Reference**

**COURSE ASSESSMENT BOARD (CAB)**

**Terms of Reference**

A Course Assessment Board acts on the delegated responsibility of the Senate to ratify results of all moderated assessments for all candidates presented by the School. The terms of reference for a CAB are as follows;

1. To reach decisions about the performance of students in modules (passed, referred, deferred, condoned or failed), based on the moderated marks brought forward to the CAB.
2. To consider results in accordance with the approved assessment criteria.
3. To reach decisions about student progression between stages of the course.
4. To reach decisions on degree classifications and to make recommendations for the conferment of awards.
5. To evaluate outcomes and any discernible trends based on agreed criteria.
6. To confirm that the School has properly carried out its assessment responsibilities, including appropriate input from the External Examiner(s).
7. To record proceedings and recommendations through formal minutes.
8. To exercise various discretionary powers as set out in the uplift criteria in **section 6.5** of the Regulations for Awards (Taught).

**Membership**

The membership of each CAB will normally comprise;

* The Chair nominated by the Dean of School (academic staff member), who will be independent of the course being considered;
* The Course Leader(s);
* The External Examiner(s) for the course(s).

Module Leader(s) may also attend as necessary.

**In attendance**

* A member of the School professional services team will take minutes to record the CAB’s decisions;
* The course administrator may also attend in an advisory capacity, if not taking minutes;
* The Director of Registry (or nominee) may attend to provide guidance on the regulations.

**Quorum**

The Chair, course leader and External Examiner should be in attendance for the Course Assessment Board to be quorate.

If in extraordinary circumstances, the External Examiner is unable to attend the meeting (including by virtual means), the CAB may still proceed, however no recommendation for progression or the conferment of an award may be made without their written consent. This must be issued as soon as possible following the meeting of the CAB, before results are released and conferment lists can be produced.

In all other cases, the Course Assessment Board may not proceed where it is not quorate.

**Mode of Operation**

Each School is responsible for the arrangements and conduct of their CAB meetings

and must allocate an administrator to record decisions.

The timing of CABs within the course structure must be specified as part of the validation process. For taught courses, each stage should normally have a main, resit and mop-up CAB.