



south essex college

SKILLS | EDUCATION | CAREERS

Boards of Examiners (and their appointment, membership and authority) for The Open University awards 2023-24

Member of management responsible	Adam Fahey
Author of policy/procedure	Matthew Twitchett
Date agreed by OU	June 2023
Date signed off by Board	8 th September 2023
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Significant changes following review

Boards of Examiners (and their appointment, membership and authority) for The Open University awards 2023-24

Page Number or Heading Name	Details of significant change	Changes made by
	No significant Changes	Matthew Twitchett

This policy has been approved by The Open University through its Institutional and administrative revalidation complete in June 2023.

Introduction

This policy and guidelines relate to students studying for The Open University awards at South Essex College.

1.0 Appointment of Boards of Examiners

- 1.1 For every programme leading to a validated award of The Open University there is a Board of Examiners whose constitution (including a note of those members constituting a quorum) and terms of reference will have been approved by The Open University.
- 1.2 External Examiners are appointed by, and report to The Open University. The terms under which they engage with the College and the programmes to which they are appointed are those determined by The Open University.

2.0 Membership of Boards of Examiners

- 2.1 All External Examiner(s) for the programme are members of the board. Under no circumstances may a College student of The Open University or student studying for an award of The Open University be a member of, or attend, a Board of Examiners. (A person who is otherwise qualified to be an internal examiner for a programme, for example as a member of academic staff or as an approved External Examiner, and is coincidentally registered as a student on another programme either at the same institution or elsewhere, will not be disqualified from carrying out normal examining commitments.)
- 2.2 The Chair of the Board of Examiners will be a senior member of staff, namely the Executive Director of Quality, Teaching and Learning, who is not directly involved in the delivery of the programme or the assessment of students in the programme considered by the Board of Examiners. The Chair of the Board of Examiners cannot be a member or involved in any student complaints or appeals process or procedures. A member of staff from the relevant department where The OU provision resides will be appointed as a Secretary to the Board of Examiners. The chair of the Board of Examiners cannot be the chair of the Extenuating Panel.
- 2.3 A member of The Open University staff must be present at any Examination Board where decisions about progression and final recommendations for an Open University award are made. (Although not normal practice The Open University reserves the right to Chair the Board of Examiners or any subsidiary boards.)
- 2.4 The Registrar (or equivalent) or a nominee at the partner institution – acting with the authority of the Academic Board – should normally be appointed as Secretary to the Board of Examiners.

2.5 Membership of the Boards of Examiners will be as follows:

Board position	Role title
Chair	Director of Quality, Teaching and Learning.
Secretary	HE - Examinations & Assessment Officer or nominated alternative
External Examiner (PgCE, Cert. Ed.)	External Examiner
A member of management staff from the relevant department where The OU provision resides	Head of Department
Other attendees	Programme Leader Curriculum Head Head of Quality and Compliance Open University Representative

2.6 The main Examination Board will take place in July with an additional resit Examination Board taking place in September. In exceptional circumstance and in agreement with The Open University additional Examination Boards can be held.

3.0 Authority of Boards of Examiners

- 3.1 The Board of Examiners is authorised to determine the progression of students in accordance with these academic regulations and to recommend progression or the conferment of validated awards of The Open University.
- 3.2 All progression and award recommendations are made to The Open University's Module Results Approval and Qualifications Classification Panel (MRAQCP) for them to ratify. The Panel is responsible for approving recommendations for module results and the award and Classification of qualifications validated by The Open University.
- 3.3 All decisions related to a student's progression, final results, and awards, will be considered by a properly constituted Board of Examiners.
- 3.4 No other body has authority to recommend conferment of an award or progression, nor to amend the decision of an approved and properly constituted Board of Examiners acting within its terms of reference and in accordance with the regulations for the programme of study. A Board of Examiners may, however, be required to review a decision, or may have that decision annulled under the Appeals procedure.

3.5 All students progression and award recommendations will be presented to the board regardless of the financial status of the individual students.

4.0 Conditions of conferment by The Open University

4.1 The OU may approve conferment of a validated award when the following conditions are satisfied:

- (a) The student has been a registered student at the College at the time of the assessment for an award and the appropriate fee to The Open University has been paid by the College.
- (b) Details of the student's full name, full postal address, email address, telephone numbers, date of birth, gender, programme of study, award and all required information have been forwarded to The Open University.
- (c) The institution at which the student has been registered has confirmed that the student has completed a programme of study approved by The Open University as leading to the award being recommended.
- (d) The award has been recommended by a Board of Examiners convened, constituted and acting under regulations approved by The Open University and including all members appointed by The Open University as External Examiners for the programme.
- (e) The recommendation of the award has been signed by the Chair of the Board of Examiners, the External Examiners and The Open University's representative at the Board of Examiners, confirming that the assessments have been carried out in accordance with the requirements of The Open University and that the recommendations have received the written approval of the External Examiners.