

Hibernia College Quality Framework

Terms of Reference for the Board of Examiners



1 Introduction

1.1 Purpose

The Board of Examiners is the committee with the responsibility for decision-making for summative assessment decisions, as well as decisions related to the recommendations of assessors.

1.2 Status of the Board of Examiners

The Board of Examiners fulfils the regulatory requirement to establish a board or committee to “*consider all assessment findings and to determine assessment results for each of the learners presented*”.¹

The Board of Examiners is a subcommittee of the Academic Board.

2 Composition and Membership

a. *Ex Officio Members*

- i. Registrar.
- ii. All assessors involved in determining student grades on the programme being considered.
- iii. All grade moderators involved in moderating the provisional marks awarded for the programme being considered.
- iv. All faculty and adjunct faculty involved in the delivery of the modules on the programme being considered.
- v. All External Examiners for the programme being considered.

b. *Chairperson*

- i. The Registrar is the ex officio Chairperson.

c. *Vice Chairperson*

- i. The Academic Dean is the ex officio vice chairperson.

d. *External Members/Appointed members*

- i. There are no external members.

e. *Nominated members:*

- i. There are no nominated members.

f. *Elected members:*

- i. There are no elected members.

¹ Quality and Qualifications Ireland (2013), Assessment and Standards, Revised 2013, Section 2.2.8.

g. Co-opted members:

- i. Other members of Faculty for the programme under consideration may be invited to the Board of Examiners.

h. In attendance - by invitation

- i. The Chairperson may invite an external party deemed relevant to the business of a meeting.

i. In Attendance – secretarial

- i. Normally the Assessment and Awards Manager acts as ex officio secretary to the Board of Examiners.
- ii. Members of the Programme Administration team may be in attendance to support the Board of Examiners.

3 Terms of Reference

3.1 Functions and Responsibilities of the Board of Examiners

a. The Board of Examiners:

- i. Considers the recommendations of all assessors, grade moderators, external examiners, and other faculty and adjunct faculty on the programme under consideration.
- ii. Determines the summative assessment outcomes for all students on all modules on all programmes validated by QQI leading to awards in the National Framework of Qualifications.
- iii. Determines the final award classification for all students on programmes validated by QQI leading to awards in the National Framework of Qualifications.
- iv. Makes decisions concerning applications for mitigation of extenuating circumstances submitted by students in respect of their assessments.

3.2 Meetings

a. Nature of meetings

- i. Board of Examiners meetings may take place face-to-face, by telephone, videoconference, or other electronic means.
- ii. Board of Examiners members are required to fully prepare for each meeting, read the documentation in advance, and make every reasonable effort to attend each meeting.

b. Frequency of Meetings

- i. Normally the Board of Examiners meets at all progression and award stages of programmes.

c. Quorum

- i. The Board of Examiners may conduct business despite the absence of any members, provided that the Director of Programme is satisfied that the members present and reports collected are sufficient to properly conduct business.

d. Decisions

- i. Decisions are normally made by consensus but, in the absence of consensus, by open ballot.

- ii. Where there is a tied vote, the Chairperson has the casting vote.
- iii. Decisions may be made either at a duly called and constituted meeting, or by a resolution in writing to all members which is physically or electronically signed by at least a quorum of members.
- iv. Any matters for decision considered when the meeting is deemed inquorate by the Registrar must be subsequently ratified at the next Board meeting before those decisions can be actioned.

3.3 Ensuring Effective Practice

a. Agenda and Minutes

- i. Agendas and associated documentation are distributed at least five working days before the meeting.
- ii. Members are notified of the location and availability of material.
- iii. Only with the Chairperson's permission may late papers or the tabling of papers be accepted.
- iv. All papers must be submitted to the Secretary by the specified submission deadline.
- v. Board records shall be retained by the Secretary.
- vi. Minutes are to be prepared of each meeting.
- vii. The Chairperson reviews the draft minutes and matters arising, after which the Secretary circulates the documents to all Board members and include them in the agenda papers for the next meeting.

b. Annual Work Plan

- i. The annual work plan for the Board of Examiners is determined by the progression and award stages of the programmes.

c. Access to Resources

- i. All members, both internal and external, are given access to all resources and artefacts needed to fulfil their duties as members.

3.4 Evaluation and Review

a. Review by the Academic Board

- i. The Board of Examiners is reviewed by the Academic Board on its performance against these terms of reference every three years.

b. Review of the Terms of Reference

- i. The Chairperson reviews these Terms of Reference every two years, in conjunction with the Academic Board and amends as appropriate.
- ii. Any amendments are subject to ratification by the Academic Board.