

Title: Award and Progression Assessment Board Guide					
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Award and Progression Assessment Board guide

This guide is intended for course leaders, extenuating circumstances representatives, collaborative managers, staff from partner colleges and any other attendees of the board. The guide outlines responsibilities prior to, during and after Award and Progression Assessment Boards.

Prior to the Board (In some faculties much of the work listed below is carried out at a pre-board).

Course Leaders are responsible for (following the agreed faculty procedures):

- Checking that all students are included on the relevant courses and that marks are recorded, in particular identifying any missing marks
- Liaising with staff to follow up on missing marks
- Liaising with the extenuating circumstances representative to ensure that approved extenuating circumstances have been relayed to the subject boards and are recorded on the appropriate modules.
- Identifying students for prizes
- Familiarising themselves with the current regulations on compensation
- Familiarising themselves with the current regulations on classification/grading
- Familiarising themselves with the current regulations on resits
- Liaising with the External Examiner
- Being aware of any professional body requirements or derogations from the standard University regulations
- Ensuring, in conjunction with faculty collaborative managers, that partner college marks are available

The Extenuating Circumstances Representative is responsible for:

- Ensuring that accurate data on extenuating circumstances claims is available
- Ensuring that approved extenuating circumstances have been relayed to the subject boards and are recorded on the appropriate modules.

Partner College Staff are responsible for:

- Checking that all students are included on the relevant courses and that marks are recorded, in particular identifying any missing marks
- Liaising with the course leader/contact at the University South Wales
- Familiarising themselves with current University regulations

At the Board

Course Leaders are responsible for:

- Providing any necessary information as advised by the faculty
- Being able to identify core modules, which cannot be compensated
- Proposing compensation for candidates who satisfy the regulations on compensation and checking that compensation would not disadvantage them, e.g. reduce their degree classification

- Ensuring that any professional body requirements or derogations from the standard University regulations are adhered to

After the Board

Course Leaders are responsible for:

- Ensuring availability of responsible staff in case of Chair's actions, appeals, etc