

Academic Policy A09 SAE Europe Assessment Board Policy

SAE Finalist Assessment Board, Specialist Panels and Progression Committee

1. Policy Statement

SAE delivers programmes of study across its campuses in Europe and Licensed Territories in the languages of English, French, German, Greek, Italian, Spanish and Swedish. The processing of SAE assessment results for students in these programmes is undertaken by the Finalist Assessment Board, Specialist Panels and the Progression Committee set out in this policy.

The design of this structure is intended to ensure equitable and comparable assessment across all programmes and languages of instruction. The membership and terms of reference are provided below.

Degree programmes are validated by Middlesex University and the structure and membership of these bodies involve nominees of Middlesex University, SAE Senior Academic Staff and External Examiners nominated by SAE and appointed by Middlesex University.

2. Language of Instruction Specialist Panel (LISP) – First Tier Board (Subject Assessment Board)

Each Language of Instruction Specialist Panel has an assigned set of campuses according to its language of instruction listed in Schedule 1 of this policy.

2.1. Membership

- a) Territory Academic Manager (Chair)
- b) All Campus Academic Coordinators of Associated Campuses
- c) Associated External Examiners
- d) Members of staff involved in teaching the programme(s)
- e) A Secretary is appointed by SAE to manage the business of the Panel

2.2. Terms of Reference

- a) To recommend to the Content Specialist Panel, within the approved regulations, the form and nature of assessment and reassessment for all modules which comprise the programme(s).
- b) To determine the grade awarded to each student in respect of all modules which comprise the programme(s).
- c) To make recommendations to the Content Specialist Panel, where appropriate, on the classification of final qualifications awarded.
- d) To make recommendations to the programme progression committee, where appropriate, on the progression of all continuing students.

3. Content Specialist Panel (CSP) – First Tier Board

A Content Specialist Panel is formed for each discipline area of SAE programmes as follows:

- Audio and Music Business: BA/BSc (Hons) Audio Production, BA/BSc (Hons) Music Business
- Film and Animation: BA/BSc (Hons) Digital Film Production, BA/BSc (Hons) Game Art and Animation, BA/BSc (Hons) Visual Effects and Animation
- Multimedia: BA/BSc (Hons) Web Development, BA/BSc (Hons) Media Production and Publishing, BSc (Hons) Games Programming

3.1. Membership

- a) Dean, SAE Europe (Chair)
- b) Chief External Examiner
- c) All Content Specialist External Examiners
- d) SAE European Programme Leaders
- e) University Link Tutor(s)
- f) Institutional Link Tutor
- g) A Secretary is appointed by SAE to manage the business of the Panel

3.2. Terms of Reference

- a) To discuss and monitor academic standards of all programmes across all campuses where they are taught, across all languages of teaching and assessment, and to make any recommendations arising to the Finalist Assessment Board via the Chief External Examiner.
- b) To recommend to the Dean, SAE Europe, within the approved regulations, the form and nature of assessment and reassessment for all modules which comprise a programme.
- c) To make recommendations to the Content Specialist Panel, where appropriate, on the classification of final qualifications awarded.

4. Programme Progression Committee

4.1. Membership

- a) Institutional Link Tutor (Chair)
- b) All SAE Territory Academic Managers
- c) SAE European Programme Leaders

4.2. Terms of Reference

- a) To receive all module grades determined by the Language of Instruction Specialist Panel for those students on programmes aligned to this committee who are not being considered for an exit qualification, and to decide on the academic standing of those students.
- b) To make recommendations to the Dean, SAE Europe on changes to the regulations and procedures governing the academic standing of students.

5. SAE Finalist Assessment Board

5.1. Membership

- a) University Nominee (Chair)
- b) Dean, SAE Europe
- c) Chief External Examiner
- d) SAE Territory Academic Managers
- e) The SAE Registry Officer acts as Secretary to the Finalist Assessment Board.

6. 5.2. Terms of Reference

- a) To award, in the light of recommendations from the first tier boards, qualifications on behalf of the Academic Board.
- b) To consider the implementation of assessment policy and related matters.
- c) To consider any matters brought forward from Content Specialist Panel via the Chief External Examiner.

The assessment boards will also apply the principles as detailed in: Section D: D1: C of the University's academic regulations

B Authority of the Finalist Assessment Board, Specialist Panels and Progression Committee

Section D: D2 of the University Regulations applies

C Delegation of functions

Section D4 of the University Regulations applies

D Record of proceedings

Section D5 of the University Regulations applies

E General discretion

Section D6 of the University Regulations applies

F Interpretation of assessment regulations for programmes of study

Section D7 of the University Regulations applies

G Extenuating Circumstances

Section D8 of the University regulations applies (other than for School Assessment Boards read Finalist Assessment Board) and the role of the Assessment Officer will be undertaken by the CAC

H Appointment of External Examiners

Principles

- a) External Examiners will be suitably qualified individuals, nominated by recommendation of the Dean SAE Europe and appointed by Middlesex University.
- b) For programmes delivered at more than one centre, measures shall be put in place to ensure that standards can be monitored and assured across all provision, regardless of location and language of teaching and assessment.
- c) External examiners shall have responsibility for and oversight over a number of predetermined provisions as agreed with and approved by Middlesex University.
- d) Further, external examiners shall be required to attend Content Specialist Panels where they represent previously assigned campuses and programmes and discuss academic standards across all centres and programmes under the guidance of the Chief External Examiner together with SAE European Programme Leaders.

Appointment of External Examiners

External Examiners will be appointed according to Middlesex University's guidance section 4 of the Learning and Quality Enhancement Handbook balancing the consideration of the following features:

- a) Language of teaching and assessment
- b) Student numbers NB Where programmes are delivered in the same language of teaching and assessment across multiple campuses and countries, External Examiners shall be appointed to cover a cognate group of programmes across those campuses and countries. Cognate groups of programmes are as follows:
 - i. Audio and Music Business: BA/BSc (Hons) Audio Production, BA/BSc (Hons) Music Business
 - ii. Film and Animation: BA/BSc (Hons) Digital Film Production, BA/BSc (Hons) Game Art Animation, BA/BSc (Hons) Visual Effects Animation,
 - iii. Multimedia: BA/BSc (Hons) Web Development, BA/BSc (Hons) Media Production and Publishing, BSc (Hons) Games Programming

I Rights and responsibilities of external examination assessors

Section D10 of the University Regulations applies, and additionally: In relation to the Language of Instruction Specialist Panel (LISP)

- a) To discuss and comment on academic standards of modules and programmes at all centres where they are taught.
- b) To compare academic standards of modules and programmes at all centres where they are taught.
- c) To provide campus staff with effective means to monitor and maintain academic standards of modules and programmes at all centres where they are taught.
- d) To consider and comment on the content and form of all assessments, including minor local or regional variations.

7. In relation to the Content Specialist Panel (CSP):

- a) To see any assessment material relating to the modules concerned from all campuses involved; particularly, but not exclusively, to see any scripts, coursework, project reports, design, artefact or similar material relating to the assessment with which they are specifically associated, and, where appropriate, industrial training, school experience or similar reports.
- b) To advise on the appropriateness and effectiveness of the internal assessment processes, the appropriateness and effectiveness of the relevant assessment regulations and procedures in respect of module assessments, and the appropriateness of the standards against which the assessment process has taken place at programme level.
- c) To see any minutes and External Examiner confirmation forms from the first tier boards.
- d) To see any External Examiners' Reports and Responses.

J Rights and responsibilities of external examination auditors

Section D11 of the University Regulations applies

K Procedures for when external examination assessors or auditors refuse to consent to the decisions of an Assessment Board

Section D12 of the University Regulations applies

L Responsibilities of internal examiners

Section D13 of the University Regulations applies

M Assessment responsibilities

SAE should ensure it has appropriate processes in place to meet the spirit of this section D14 in the academic regulations

N Code of Assessment Practice minimum requirements

Section M Section of the University Regulations applies

8. Policy History

Last Review: 6 February 2015

Policy Review Date: February 2017