

Academic Policy A09

Assessment Board Regulations

1. Finalist Assessment Board (FAB) – Second Tier Board

1.1. FAB Membership

- a) MDX Nominee (Chair)
- b) Chief External Examiner (CEE)
- c) University Link Tutors (ULT)
- d) Regional Dean, or nominee
- e) Regional Academic Managers
- f) SAE Programme Leaders
- g) Institutional Link Tutor (ILT)

1.2. FAB 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 Panels or the Chief External Examiner.

The FAB will normally meet three times each year to consider finalists from all validated programmes.

Documentation for the FAB will be provided by the Directorate of Academic and Student Services (DASS) team.

The FAB will be supported by an Executive Assistant appointed by SAE DASS team to support the business of the Board.

Other guests and observers may attend the meeting subject to prior approval by the Chair.

2. Content Specialist Panels (CSPs) – First Tier Board

A CSP is formed for three cognate areas of SAE provision, as follows:

2.1. Audio and Music Business:

(BA/BSc (Hons) Audio Production, BA/BSc (Hons) Music Business and nested Diploma of Higher Education (DipHE) and Certificate of Higher Education (CertHE) awards)

2.2. Film, Media and Animation:

(BA/BSc (Hons) Digital Film Production, BA/BSc (Hons) Game Art Animation, BA/BSc (Hons) Visual Effects Animation, and BA/BSc (Hons) Media Production and Publishing, and nested Diploma of Higher Education (DipHE) and Certificate of Higher Education (CertHE) awards)

2.3. Interactive Media (Web and Games):

BA/BSc (Hons) Web Development, BA/BSc (Hons), BSc (Hons) Games Programming and nested Diploma of Higher Education (DipHE) and Certificate of Higher Education (CertHE) awards)

2.4. CSP Membership (Audio and Music Business)

- a) Regional Dean or nominee (Chair)
- b) External Examiner(s) for Audio and Music Business
- c) University Link Tutor(s) for Audio and Music Business
- d) Programme Committee Chair(s) for Audio and Music Business
- e) Academic Manager
- f) A Secretary

2.5. CSP Membership (Film, Media and Animation)

- a) Regional Dean or nominee (Chair)
- b) External Examiner(s) for Film, Media and Animation
- c) University Link Tutor(s) for Film, Media and Animation
- d) Programme Committee Chair (s) for Film, Media and Animation
- e) Academic Manager
- f) A Secretary

2.6. CSP Membership (Interactive Media)

- a) Regional Dean or nominee (Chair)
- b) External Examiner(s) for Web and Games Programming
- c) University Link Tutor(s) for Web and Games Programming
- d) Programme Committee Chair (s) for Web and Games Programming
- e) Academic Manager
- f) A Secretary

2.7. CSP Terms of Reference

- a) To determine the grade awarded to each student in respect of all modules.
- b) To make recommendations to the programme progression committee, where appropriate, on the progression of all continuing students.
- c) 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.

- d) To undertake a comparative analysis of student achievement and grade distributions.
- e) To recommend to the Regional LTC, within the approved regulations, the form and nature of assessment and reassessment for all modules which comprise a programme.
- f) To make recommendations to the Finalist Assessment Board on the classification of final qualifications awarded.
- g) To make recommendations to Middlesex University on changes to the regulations and procedures governing the academic standing of students.
- h) To consider any matters brought forward from regional assessment panels by External Examiners, University Link Tutors and SAE Programme Committee Chairs

Each CSP will normally meet 3 times each year to consider candidates from all validated programmes.

Documentation for the CSP will be provided by the DASS team in liaison with the Chair of each RAP (from GSA, SWEu, and UKS).

Each CSP will be supported by a Secretary appointed by SAE DASS to support the business of the Panel.

Other guests and observers, including staff involved in the delivery and assessment of the programmes may attend the meeting subject to prior confirmation with the Chair.

3. Regional Assessment Panel (RAP) – Pre-Board

Each RAP has an assigned set of campuses that may include multiple languages of instruction. Its primary objective is to review all the grades presented, ensuring that they are true and accurate, and make provisional recommendations for progressing students and all finalists. As agreed with the Chief External Examiner, the RAP provides samples for to the External Examiners (EE) for review, covering the range of language and programmes.

3.1. Membership

- a) Regional Dean (Chair)
- b) Academic Manager
- c) Regional Programme Chairs
- d) Regional campus Academic Coordinators
- e) Members of faculty covering all cognate (programme) areas within the region

3.2. Terms of Reference

- a) To review all module grades for all campuses in the Region. The RAP may refer to any assessment material for a module including but not limited to scripts, coursework materials, project reports, design, artefact or similar material relating to an assessment, industrial training requirements, workplace experience or similar reports. The Panel may review selected sample of scripts for assessment at final or key intermediate stages where assessment by coursework or continuous assessment forms part of the approved examination arrangements.
- b) To recommend to the CSP, within the approved regulations, the form and nature of assessment and reassessment for all modules which comprise a programme.
- c) To undertake a comparative analysis of student achievement and grade distributions.
- d) To review and recommend to the progression board student's eligibility for progression from between Levels (4, 5, and 6), as well as into modules with specific pre-requisites.
- e) To make provisional recommendations for finalists to the CSP.
- f) To make recommendations on changes to the regulations and procedures governing the academic standing of students.

Each RAP will normally meet three times each year to consider finalists from all validated programmes.

Documentation for the RAP (GSA, SWEu, Licensed Territories, and UK) will be provided by regional Academic Manager within the region.

Each RAP will be supported by a Secretary appointed the Academic Manager to support the business of the Panel.

Other guests and observers, including staff involved in the delivery and assessment of the programmes may attend the meeting subject to prior confirmation with the Chair.

4. Campus Assessment Panel (CAP)

The campus assessment panel ensures that all student assessment is undertaken in a timely manner, and that all student grade profiles are checked for completeness and accuracy, and relevant commentary and documentation is gathered for any candidates that have any special circumstances that require consideration by the first or second tier board.

4.1. Membership

- a) Campus Academic Coordinator (Chair)
- b) Programme Coordinators
- c) Members of faculty covering all cognate (programme) areas taught at the campus

4.2. Terms of Reference

- a) To collate all results for all modules for all programmes delivered at the campus
- b) To ensure that all results are complete
- c) To provide explanation for any anomalies or circumstances which may have had an impact on the conduct of campus assessments
- d) To make recommendations on changes to the regulations and procedures governing the academic standing of students.

Each CAP will normally meet 3 times each year to consider candidates from all programmes.

Documentation for the CAP will be provided by the campus Academic Coordinator in liaison with the regional DASS team. Each CAP will be supported by a Secretary appointed the campus Academic Coordinator.

Other guests and observers, including staff involved in the delivery and assessment of the programmes may attend the meeting subject to prior confirmation with the Chair.

5. Record of Proceedings (all boards and panels)

A record shall be made of the proceedings of the meetings of the FAB, CSP, RAP, and CAP, made available to its respective members.

These records are confidential to SAE and Middlesex University.

- a) The record of the Campus Assessment Panel must consist of:
 - i. The complete set of results for all modules taught in the teaching period;
 - ii. Any recommendations made in respect of specific candidates;
 - iii. Explanation for any anomalies or circumstances which may have had an impact on the conduct of campus assessments;
 - iv. Comments on the academic standards of all programmes across at the campus.
- b) The record of the Regional Assessment Panel must include:
 - i. Grades for all candidates for all modules;
 - ii. Academic standing for each progressing candidate who is not a finalist;
 - iii. Provisional recommendations for each finalist candidate to the Content Specialist Panel;
 - iv. Recommendation on any claim for extenuating circumstances made by a progressing or finalist candidate;
 - v. Comments on the academic standards of all programmes and languages of instruction across the region.

- c) The Record of the Content Specialist Panel must include:
 - i. Grades for all candidates for all modules;
 - ii. Confirmed academic standing for each progressing candidate who is not a finalist;
 - iii. External Examiners reports for all programmes and languages of instruction;
 - iv. Recommendations for each finalist candidate to the Finalist Assessment Board;
 - v. Recommendation on any claim for extenuating circumstances made by a finalist candidate;
 - vi. Comments on the academic standards of all programmes and languages of instruction across SAE validated provision.

- d) The record of the SAE Finalist Assessment Board must include:
 - i. Grades for all finalist candidates for modules;
 - ii. Chief External Examiner's report;
 - iii. Award for each finalist candidate (Conferment List);
 - iv. Decision on any claim for extenuating circumstances made by a candidate.

- e) Any student who has been considered by the Finalist Assessment Board is entitled to their own records by request to the Chair, no later than three years after the date the Board.

6. Timeline and frequency of Boards and Panels

There are three assessment board/panel cycles in each year aligned with the European trimester calendar.

Campus Assessment Panels are held within two weeks following the end of each study period.

Regional Assessment Panels (for GSA, UK and SWEu) are held within five weeks following the end of each study period.

A representative sample covering all programmes (cognate areas) and languages of instruction are distributed to External Examiners for review after the RAP.

Content Specialist Panels (for the three cognate areas) are held within two weeks following the completion of the RAPs.

The Finalist Assessment Board is held within a week following the completion of the CSPs.

7. Policy History

Review prepared	Review Approved	Date
Craig Ruddock and Kate Corbin	Raf Marcellino	March 2016
Raf Marcellino	ISQC EU Subcommittee	July 2017
Keith Hennigan	UK ASQA Committee	November 2018
Keith Hennigan & Dan Ashman	UK ASQA Committee	August 2020

Last Reviewed: August 2020

Policy Review Date: August 2022

Addendum: Applicable Middlesex University Regulations

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

B Authority of the Finalist Assessment Board and Specialist Panels

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