

Regent College London

Terms of Reference and membership: Assessment Board for Higher National Diplomas

Purpose and scope

1. The Assessment Board for Higher National Diplomas (HNDs) is responsible for the approval of student marks/grades, student progression and final awards for the HNDs delivered by the College, according to the responsibilities delegated to the College by Pearson.

Terms of reference

2. For the programmes within the Board's jurisdiction:
 - a. To approve student marks/grades for modules or units within these courses.
 - b. To ensure students have met the requirements of the course and unit before being permitted to progress to the next stage of the course.
 - c. To recommend the final awards to be made to students.
 - d. To approve the referral and deferral of student assessment.
 - e. To ensure that any issues in relation to the College Fitness to Study and/or Fitness to Practice procedures are considered.
 - f. To receive the reports and recommendations of the External Examiner, and to note actions taken in response to previous External Examiner reports.
 - g. To ensure that the College's marking, second marking, internal verification, extenuating circumstances and other assessment procedures have been carried out or followed properly.
 - h. To receive and act upon findings from Academic Misconduct hearings.
 - i. To identify good practice and make recommendations for the enhancement of assessment processes and procedures.
 - j. To receive and note any Chair's Actions taken in between Board meetings.
 - k. To discuss, report and make recommendations on other matters that are within the Board's remit.

Limitations

3. Unit or module grades are subject to scrutiny by the External Examiner.

Membership

4. The membership of the Assessment Board is:
 - Head of the School or his or her nominee
 - Head of HND (in the School of Business and Enterprise)
 - Senior Lecturers and Associate Lecturers teaching on the programme
 - A representative from Registry.

Quoracy

5. At least four members, to include the Chair and a representative from Registry.

Administrative arrangements

6. The Assessment Board shall be organised and supported by a member of the Academic Quality team or the School Administration team according to the expectations for secretarial arrangements set out in the College's Rules of procedure and conduct.
7. It is the responsibility of the Registry to ensure that all student marks/grades are available for the Assessment Board.

Communication of outcomes to students

8. It is the responsibility of the Registry to disclose outcomes of the Assessment Board to students.

Standard meeting agenda

- Attendance and apologies for absence
- Matters arising from the previous meeting
- Programme Leader's report on the assessment process
- External Examiners report (where available)
- Report of any relevant Fitness to Study or Fitness to Practise cases
- Reports from Academic Misconduct hearings
- Evidence of samples for internal verification
- Approval of grades for each unit
- Awards and Progression
- Withdrawals, de-registrations, suspensions and reinstatements
- Chair's actions
- Good practice and areas for enhancement
- Any other business

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