

Computer Science Boards of Examiners

The Department of Computer Science operates the following six Boards of Examiners for its on-campus provision:

1. The Computer Science Undergraduate Module Review Board of Examiners
2. The Computer Science Undergraduate Progression Board of Examiners
3. The Computer Science Undergraduate Final Board of Examiners
4. The Computer Science Postgraduate Module Review Board of Examiners
5. The Computer Science Postgraduate Progression Board of Examiners
6. The Computer Science Postgraduate Final Board of Examiners

The first three of these Boards of Examiners are also referred to as Computer Science Undergraduate Boards of Examiners, while the last three of these Boards of Examiners are also referred to as Computer Science Postgraduate Boards of Examiners.

Ms Janice Harding, a member of the Professional Services, will act as Secretary to all Computer Science Boards of Examiners.

The constitution and the terms of reference of each of these Boards of Examiners is as follows.

Computer Science Undergraduate Module Review Board of Examiners

1. Constitution

The Computer Science Undergraduate Module Board of Examiners consists of:

- (a) The Chair of the Computer Science Undergraduate Boards of Examiners.
- (b) The External Examiner(s) responsible for undergraduate modules and undergraduate and integrated Master's programmes within the remit of the Board of Studies in Computer Science.
- (c) The Assessment Officer of the Department.
- (d) The Examinations Officer of the Department.
- (e) The Directors of Studies of undergraduate and integrated masters programmes within the remit of the Board of Studies in Computer Science.
- (f) The Chair of the Undergraduate Mitigating Circumstances Committee.
- (g) The module co-ordinators of undergraduate modules within the remit of the Board of Studies in Computer Science.

Quorum: The quorum is one third of the full academic staff membership excluding the External Examiners and any recognised teachers.

Attendance of External Examiners: External Examiners will normally attend meetings of the Module Review Board after the second semester assessment period. External Examiners will also be invited to attend meetings of the Mitigating Circumstances Committee and where this is not possible, be provided with minutes of the meetings.

2. Terms of Reference

Frequency of meetings: The Computer Science Undergraduate Module Review Board of Examiners will meet after each assessment period, including the re-sit examination period, and will approve marks provisionally after the first semester assessment period and will confirm these marks following the second semester assessment period. The Computer Science Undergraduate Module Review Board of Examiners may meet at other times as required.

Responsibilities and Actions:

- (a) The Computer Science Undergraduate Module Review Board of Examiners is responsible for approving module or component marks for each student on level 1, 2, and 3 modules and marks with respect to "year in industry" students, within the remit of the Board of Studies in Computer Science.
- (b) Each module should be reviewed in turn using mark lists displaying the marks for all students registered for a particular module irrespective of their programme of study. Marks lists produced from the marks stored on the Spider system will be available.
- (c) The Computer Science Undergraduate Module Review Board of Examiners is responsible for confirming that the module moderation procedures in place in each department have been properly followed in accordance with the Code of Practice on Assessment.
- (d) The Computer Science Undergraduate Module Review Board of Examiners is required to consider the average mark and the mark distribution for each module in the light of the performance of students from the same cohort in other modules and the Board should ensure that any unusual patterns of distribution of marks are investigated in accordance with the Code of Practice on Assessment.
- (e) On the basis of (d) above and with the approval of the External Examiner(s) the Computer Science Undergraduate Module Review Board of Examiners may make such

modifications to the marks for all students on the module as are considered appropriate. Any decisions to modify any marks as a result should be recorded with reasons given.

- (f) External Examiners will be provided with an opportunity to comment on the content and assessment of each module and their comments should be recorded.
- (g) The Computer Science Undergraduate Module Review Board of Examiners should consider reports and recommendations made by the Assessment Officer of investigations into allegations of plagiarism, copying, collusion or fabrication of data that have occurred on modules within the remit of the Board and should determine whether or not a penalty should be applied in accordance with the Academic Integrity Policy. Decisions to apply a penalty should be recorded and reasons given.
- (h) The Computer Science Undergraduate Module Review Board of Examiners will receive reports on assessment appeals under Section One of the University's Assessment Appeals Procedure (Appendix F of the University's Code of Practice on Assessment), in particular, regarding procedural irregularities in the conduct of assessments and procedural irregularities in the determination of plagiarism, copying, collusion or fabrication of data, and determine the most appropriate course of actions. This may include recommendations to the Computer Science Undergraduate Progression Board of Examiners or the Computer Science Final Board of Examiners.
- (i) Following final approval of module marks by the Computer Science Undergraduate Module Review Board of Examiners, the marks for each module is fixed and cannot be changed.

Approval of marks lists: Following the second semester assessment period, for each module the External Examiner responsible for the module and the Chair of the Computer Science Undergraduate Boards of Examiners will sign off the marks list for that module. External Examiners should also approve and sign off marks lists determined by the Computer Science Undergraduate Module Review Boards after the re-sit examination period. If marks of individual students need to be changed after module marks lists have been signed off, such changes require the formal approval by the External Examiner responsible for that module, or, alternatively by one of the External Examiners if the External Examiner responsible for that module cannot be reached. Approval can be obtained using remote means if necessary. Changes to the marks of individual students that happen after the deadline for mark entry set by SAS need to be passed to SAS for entry onto Spider.

Computer Science Undergraduate Progression Board of Examiners

1. Constitution

The Computer Science Undergraduate Progress Board of Examiners consists of:

- (a) The Chair of the Computer Science Undergraduate Boards of Examiners.
- (b) The Chair of the Computer Science Undergraduate Progression Panel.
- (c) The Assessment Officer of the Department.
- (d) The Examinations Officer of the Department.
- (e) The Directors of Studies of undergraduate and integrated masters programmes for within the remit of the Board of Studies in Computer Science.
- (f) The Chair of the Undergraduate Mitigating Circumstances Committee.

Quorum: The quorum is one third of the membership.

2. Terms of Reference

Frequency of meetings: The Computer Science Undergraduate Progression Board of Examiners will meet after each assessment period, including the re-sit examination period. The Computer Science Undergraduate Progression Board of Examiners may meet at other times as required.

Responsibilities and Actions:

- (a) The Computer Science Undergraduate Progression Board of Examiners is responsible for determining the progress of students on undergraduate programmes and integrated masters programmes within the remit of the Board of Studies in Computer Science. It is also responsible for monitoring the performance of students, taking remedial action where appropriate and for dealing with unsatisfactory students on these programmes. By the end of each academic year, a decision should be made about the progression of every student on these programmes.
- (b) The Computer Science Undergraduate Progression Board of Examiners operates in accordance with the University's "Guide on the Progress of Students on Taught Programmes" (The "Guide") (Appendix E of the Code of Practice on Assessment).
- (c) The Computer Science Undergraduate Progression Board of Examiners receives recommendations from the Undergraduate Mitigating Circumstances Committee on the likely effect of a student's circumstances (as reported to the Committee) on their performance in assessment and therefore their ability to progress normally, and will determine what action should be taken.
- (d) The Computer Science Undergraduate Progression Board of Examiners receives recommendations from the Computer Science Undergraduate Module Review Committee on assessment appeals that impact on decisions by the Computer Science Undergraduate Progression Board of Examiners.
- (e) The Computer Science Undergraduate Progression Board of Examiners receives reports on successful appeals to the Faculty Progress Committee against previous decisions by the Board.
- (f) The decisions regarding progress permitted to be taken by the Computer Science Undergraduate Progression Board of Examiners are as follows:
 - i. The student has made satisfactory progress and can proceed to the next year/level of study of the current programme of study or an alternative programme;
 - ii. The student is deemed withdrawn and therefore their studies are terminated;
 - iii. The student is required to terminate studies because their progress is not satisfactory;

- iv. The student is allowed to repeat the year of study either with or without attendance.
- (g) Where the Computer Science Undergraduate Progression Board of Examiners is of the opinion that a student shows signs of making insufficient progress on their studies, leading to the realistic possibility that at some future point it has to require the student to withdraw, the Board can recommend that the student should be interviewed by the Computer Science Undergraduate Progress Committee or alternatively that the student seeks advice from their personal tutor, director of studies, course coordinator or some other appropriate person.
- (h) The Computer Science Undergraduate Progression Board of Examiners is responsible for deciding what conditions will apply, if any, when a student is permitted to re-sit or repeat a year of study, which includes clear identification of those assessments which are to be re-taken as first attempts.
- (i) Where a student has failed up to 15 credits from year 0 or year 1 at the re-sit opportunity and they have mitigating circumstances in respect of the re-sit, and their overall average mark is at least 50%, the Computer Science Undergraduate Progression Board of Examiners, on recommendation by the Mitigating Circumstances Committee, may decide if the student may be permitted to progress to the subsequent year of study, carrying the failed 15 credits.
- (j) The Computer Science Undergraduate Progression Board of Examiners is not permitted to take any decisions which contravene programme ordinances or regulations or the Code of Practice on Assessment. Any recommendations for approval of decisions notwithstanding the regulations should be made to Faculty for further consideration by the Pro-Vice Chancellor for the Student Experience, via the Director of SAS.
- (k) The Computer Science Undergraduate Progression Board of Examiners may refer students to an interview and further consideration, including decisions in accordance with (f) above, by the Computer Science Undergraduate Progress Panel.
- (l) All decisions taken by the Computer Science Undergraduate Progression Board of Examiners should be recorded and those decisions which do not permit a student to progress directly to the next year/level of study should be passed to the relevant Faculty Support Office which is responsible for informing students of the decisions made by the Computer Science Undergraduate Progression Board of Examiners and, where appropriate, providing the student with a right of appeal against decisions to terminate studies. Deferred actions relating to students' mitigating circumstances to be considered by the Computer Science Undergraduate Final Board of Examiners when the final degree classification is decided should also be passed to the relevant parties by the Secretary.
- (m) A report of decisions taken by the Computer Science Undergraduate Progression Boards of Examiners should be sent by the Secretary of the Computer Science Boards of Examiners, approved by the Chair of the Computer Science Undergraduate Boards of Examiners, to the Programme External Examiners.

Computer Science Undergraduate Progression Panel

1. Constitution

The Computer Science Undergraduate Progression Panel consists of:

- (a) The Chair of the Board of Studies in Computer Science (acting as Chair on behalf of the Chair of the Computer Science Undergraduate Boards of Examiners).
- (b) The Director(s) of Studies for relevant undergraduate programmes.
- (c) The Assessment Officer of the Department.
- (d) Chair of the Undergraduate Mitigating Circumstances Committee.

Quorum: The quorum is one third of the membership.

2. Terms of Reference

Frequency of meetings: Students may be asked to attend a Departmental Progress interview with the Computer Science Undergraduate Progression Panel following one of the three examination periods. In exceptional circumstances, the Committee may be convened to hear specific cases outside these points. Students for whom the Computer Science Undergraduate Progression Board of Examiners recommends interview by the Progression Panel will be notified by letter sent to their recorded home address, of the date, time and location of this interview. Such notification will be sent in order that it should reach the student at least *10 days* in advance of the meeting.

Students attending interviews may, should they wish, be accompanied by another individual, such as a personal friend, representative from Guild or similar, but not family members – parents, siblings etc – will not be able to attend progress interviews.

Responsibilities and Actions:

- (a) The Progression Panel may interview students referred by the Computer Science Undergraduate Progression Board of Examiners or a Student Experience Administrator in order to ascertain underlying reasons for poor academic performance.
- (b) The decisions permitted to be taken by the Computer Science Undergraduate Progression Panel are as follows:
 - i. The student is deemed withdrawn and therefore their studies are terminated;
 - ii. The student is required to terminate studies because their progress is not satisfactory.

Alternatively, the Computer Science Undergraduate Progression Panel will agree recommendations by which further progression issues may be obviated.

- (c) The Progression Panel will regularly to monitor that agreed recommendations are being observed.
- (d) The Progression Panel will ensure that records of meetings and agreed recommendations are held in the Department's Student Office and that copies are given to students interviewed and their personal tutors.
- (e) The Progression Panel will ensure that all students seen by the Computer Science Undergraduate Progress Panel are fully aware that continuing poor academic performance may lead to them being required to withdraw from study.
- (f) A report of decisions under (b) taken by the Computer Science Undergraduate Progression Panel should be sent by the Secretary of the Computer Science Boards of Examiners, approved by the Chair of the Computer Science Undergraduate Boards of Examiners, to the Programme External Examiners.

Computer Science Undergraduate Informal Final Board of Examiners

1. Informal Constitution

The Computer Science Undergraduate Final Board of Examiners consists of:

- (a) The Chair of the Computer Science Undergraduate Boards of Examiners.
- (b) The External Examiner(s) responsible for undergraduate and integrated masters programmes.
- (c) The Chair of the Computer Science Undergraduate Progress Panel.
- (d) The Assessment Officer of the Department.
- (e) The Examinations Officer of the Department.
- (f) The Directors of Studies of undergraduate and integrated masters programmes for which the Department is responsible.
- (g) The Chair of the Undergraduate Mitigating Circumstances Committee.

2. Terms of Reference

Frequency of meetings: The Computer Science Undergraduate Informal Final Board of Examiners will meet once in each academic year, following the second semester examination period.

Responsibilities and Actions:

- (a) The Computer Science Informal Final Board of Examiners is responsible for considering final awards including degree classification for students on undergraduate and integrated masters programmes within the remit of the Board of Studies in Computer Science to the Computer Science Undergraduate Final Board of Examiners.
- (b) The Computer Science Informal Final Board of Examiners considers the award of degrees, diplomas and certificates, and the classification of degrees in accordance with the rules in operation at the time of the student's initial registration unless otherwise stipulated.
- (c) The Computer Science Informal Final Board of Examiners will receive advice from the Undergraduate Mitigating Circumstances Committee and, where necessary, from the Computer Science Undergraduate Progression Board of Examiners, on the likely effect of such circumstances on a student's performance in any year of study and will consider what action, if any, to take in relation to the degree classification or other mark of differentiation if not has already been taken previously.
- (d) The Computer Science Informal Final Board of Examiners will consider the opportunity for students who fail modules in their final year, to re-sit them at the next ordinary sitting in accordance with the system for the classification of non-clinical undergraduate degrees. The Computer Science Informal Final Board of Examiners will consider the appropriate status of the re-sit and whether or not it should be taken with or without attendance.

Computer Science Undergraduate Final Board of Examiners

1. Constitution

The Computer Science Undergraduate Final Board of Examiners consists of

- (a) the Chair of the Computer Science Undergraduate Boards of Examiners,
- (b) the External Examiner(s) responsible for undergraduate and integrated masters programmes within the remit of the Board of Studies in Computer Science,
- (c) the Chair of the Computer Science Undergraduate Progression Panel,
- (d) the Assessment Officer of the Department,
- (e) the Examinations Officer of the Department,
- (f) the Directors of Studies of undergraduate and integrated masters programmes for which the Department is responsible,
- (g) the Chair of the Undergraduate Mitigating Circumstances Committee.

The quorum is one third of the full academic staff membership excluding the External Examiners.

2. Terms of Reference

Frequency of meetings: The Computer Science Undergraduate Final Board of Examiners will meet once in each academic year, following the second semester examination period. However, extraordinary meetings, typically without the presence of the External Examiners, may take place after the first semester assessment period, the re-sit examination period, and at other times during the academic year, for example, in order to deal with appeals cases.

Responsibilities and Actions:

- (a) The Computer Science Final Board of Examiners is responsible for recommending final awards including degree classification for students on undergraduate and integrated masters programmes within the remit of the Board of Studies in Computer Science for approval by the Senate Committee for the Award of Degrees, Diplomas and Certificates (CADDAC).
- (b) The Computer Science Final Board of Examiners makes recommendations to CADDAC for the award of degrees, diplomas and certificates. The Board will ensure that the classification of an award is made in accordance with those rules in operation at the time of the student's initial registration unless otherwise stipulated.
- (c) The Computer Science Final Board of Examiners will receive advice from the Undergraduate Mitigating Circumstances Committee and, where necessary, from the Computer Science Undergraduate Progression Board of Examiners, on the likely effect of such circumstances on a student's performance in any year of study and will decide what action, if any, to take in relation to the degree classification or other mark of differentiation if not has already been taken previously.
- (d) The Computer Science Undergraduate Final Board of Examiners receives recommendations from the Computer Science Undergraduate Module Review Board of Examiners on assessment appeals that impact on decisions by the Computer Science Undergraduate Final Board of Examiners.
- (e) The Computer Science Undergraduate Final Board of Examiners receives requests for reconsideration of previous decisions from the University Assessment Appeals Committee.
- (f) The Computer Science Final Board of Examiners will provide opportunity for students who fail modules in their final year, to re-sit them at the next ordinary sitting in accordance with the system for the classification of non-clinical undergraduate degrees. The Computer Science Final Board of Examiners will determine the status of the re-sit and whether or not it should be taken with or without attendance.

Approval of degree classification lists: Following the meeting of the Computer Science Undergraduate Final Board of Examiners after second semester examinations, for each degree programme the External Examiner responsible for the programme, the Chair of the Computer Science Undergraduate Boards of Examiners, and the Head of Department (or his representative) will sign off the degree classification list for that programme. The degree classification lists needs to be passed to SAS for further processing. If an extraordinary meeting of the Computer Science Undergraduate Final Board of Examiners needs to reconsider the degree classification of individual students, the resulting degree classifications require the formal approval by the External Examiner responsible for that programme as well as the signatures of the Chair of the Computer Science Undergraduate Boards of Examiners and of the Head of Department (or his representative). The corresponding documentation needs to be passed to SAS for further processing.

Computer Science Postgraduate Module Review Board of Examiners

1. Constitution

The Computer Science Postgraduate Module Board of Examiners consists of:

- (a) The Chair of the Computer Science Postgraduate Boards of Examiners.
- (b) The External Examiner(s) responsible for level M modules within the remit of the Board of Studies in Computer Science.
- (c) The Assessment Officer of the Department.
- (d) The Examinations Officer of the Department.
- (e) The Directors of Studies of postgraduate taught programmes within the remit of the Board of Studies in Computer Science.
- (f) The Chair of the Postgraduate Mitigating Circumstances Committee.
- (g) The module co-ordinators of level M modules within the remit of the Board of Studies in Computer Science.

Quorum: The quorum is one third of the full academic staff membership excluding the External Examiners and any recognised teachers.

Attendance of External Examiners: External Examiners will normally attend meetings of the Module Review Board after the second semester assessment period. External Examiners will also be invited to attend meetings of the Mitigating Circumstances Committee and where this is not possible, be provided with minutes of the meetings.

2. Terms of Reference

Frequency of meetings: The Computer Science Postgraduate Module Review Board of Examiners will meet after each assessment period, including the re-sit examination period, and will approve marks provisionally after the first semester assessment period and will confirm these marks following the second semester assessment period. The Computer Science Postgraduate Module Review Board of Examiners may meet at other times as required. The meeting of the Computer Science Postgraduate Module Review Board after the first semester assessment period will typically follow the meeting of the Computer Science Postgraduate Module Review Board.

Responsibilities and Actions:

- (a) The Computer Science Postgraduate Module Review Board of Examiners is responsible for approving module or component marks for each student on level M modules within the remit of the Board of Studies in Computer Science.
- (b) Each module should be reviewed in turn using mark lists displaying the marks for all students registered for a particular module irrespective of their programme of study. Marks lists produced from the marks stored on the Spider system will be available.
- (c) The Computer Science Postgraduate Module Review Board of Examiners is responsible for confirming that the module moderation procedures in place in each department have been properly followed in accordance with the Code of Practice on Assessment.
- (d) The Computer Science Postgraduate Module Review Board of Examiners is required to consider the average mark and the mark distribution for each module in the light of the performance of students from the same cohort in other modules and the Board should ensure that any unusual patterns of distribution of marks are investigated in accordance with the Code of Practice on Assessment.
- (e) On the basis of (d) above and with the approval of the External Examiner(s) the Computer Science Postgraduate Module Review Board of Examiners may make such

modifications to the marks for all students on the module as are considered appropriate. Any decisions to modify any marks as a result should be recorded with reasons given.

- (f) External Examiners will be provided with an opportunity to comment on the content and assessment of each module and their comments should be recorded.
- (g) The Computer Science Postgraduate Module Review Board of Examiners should consider reports and recommendations made by the Assessment Officer of investigations into allegations of major plagiarism, collusion and fabrication of data that have occurred on modules within the remit of the Board and should determine whether or not a penalty should be applied in accordance with the Policy for Dealing with Plagiarism, Collusion and the Fabrication of Data. The Computer Science Postgraduate Module Review Board of Examiners should make any recommendations as necessary to the Computer Science Postgraduate Progression Board of Examiners should any student be found to have committed major plagiarism, collusion or fabrication of data on a third occasion. Decisions to apply a penalty should be recorded and reasons given.
- (h) The Computer Science Postgraduate Module Review Board of Examiners will receive reports on assessment appeals under Section One of the University's Assessment Appeals Procedure (Appendix F of the University's Code of Practice on Assessment), in particular, regarding procedural irregularities in the conduct of assessments and procedural irregularities in the determination of major plagiarism, collusion or fabrication of data, and determine the most appropriate course of actions. This may include recommendations to the Computer Science Postgraduate Progression Board of Examiners or the Computer Science Postgraduate Final Board of Examiners.
- (i) Following final approval of module marks by the Computer Science Postgraduate Module Review Board of Examiners, the marks for each module is fixed and cannot be changed.

Approval of marks lists: Following the second semester assessment period, for each module the External Examiner responsible for the module and the Chair of the Computer Science Postgraduate Boards of Examiners will sign off the marks list for that module. External Examiners should also approve and sign off marks lists determined by the Computer Science Postgraduate Module Review Board of Examiners after the re-sit examination period. If marks of individual students need to be changed after module marks lists have been signed off, such changes require the formal approval by the External Examiner responsible for that module, or, alternatively by one of the External Examiners if the External Examiner responsible for that module cannot be reached. Approval can be obtained using remote means if necessary. Changes to the marks of individual students that happen after the deadline for mark entry set by SAS need to be passed to SAS for entry onto Spider.

Computer Science Postgraduate Progression Board of Examiners

1. Constitution

The Computer Science Postgraduate Progression Board of Examiners consists of:

- (a) The Chair of the Computer Science Postgraduate Boards of Examiners.
- (b) The Assessment Officer of the Department.
- (c) The Examinations Officer of the Department.
- (d) The Directors of Studies of postgraduate taught programmes within the remit of the Board of Studies in Computer Science.
- (e) The Chair of the Postgraduate Mitigating Circumstances Committee.

Quorum: The quorum is one third of the membership.

2. Terms of Reference

Frequency of meetings: The Computer Science Postgraduate Progression Board of Examiners will meet after each assessment period, including the re-sit examination period. The Computer Science Postgraduate Progression Board of Examiners may meet at other times as required.

Responsibilities and Actions:

- (a) The Computer Science Postgraduate Progression Board of Examiners is responsible for determining the progress of students on postgraduate programmes within the remit of the Board of Studies in Computer Science. It is also responsible for monitoring the performance of students, taking remedial action where appropriate and for dealing with unsatisfactory students on these programmes. By the end of each academic year, a decision should be made about the progression of every student on these programmes.
- (b) The Computer Science Postgraduate Progression Board of Examiners operates in accordance with the University's "Guide on the Progress of Students on Taught Programmes" (The "Guide") (Appendix E of the Code of Practice on Assessment).
- (c) The Computer Science Postgraduate Progression Board of Examiners receives recommendations from the Mitigating Circumstances Committee on the likely effect of a student's circumstances (as reported to the Committee) on their performance in assessment and therefore their ability to progress normally, and will determine what action should be taken.
- (d) The Computer Science Postgraduate Progression Board of Examiners receives recommendations from the Computer Science Postgraduate Module Review Board of Examiners on assessment appeals that impact on decisions by the Computer Science Postgraduate Progression Board of Examiners.
- (e) The Computer Science Postgraduate Progression Board of Examiners receives reports on successful appeals to the Faculty Progress Committee against previous decisions by the Board.
- (f) The decisions regarding progress permitted to be taken by the Computer Science Postgraduate Progression Board of Examiners are as follows:
 - i. The student has made satisfactory progress and can proceed with his/her studies;
 - ii. The student is deemed withdrawn and therefore their studies are terminated;
 - iii. The student is required to terminate studies because their progress is not satisfactory;
 - iv. The student is allowed to repeat the year of study either with or without attendance.
- (g) The Computer Science Postgraduate Progression Board of Examiners is responsible for deciding what conditions will apply, if any, when a student is permitted to re-sit or repeat

the taught part of a postgraduate taught programme, which includes clear identification of those assessments which are to be re-taken as first attempts.

- (h) The Computer Science Postgraduate Progression Board of Examiners is not permitted to take any decisions which contravene programme ordinances or regulations or the Code of Practice on Assessment. Any recommendations for approval of decisions notwithstanding the regulations should be made to Faculty for further consideration by the Pro-Vice Chancellor for the Student Experience, via the Director of SAS.
- (i) All decisions taken by the Computer Science Postgraduate Progression Board of Examiners should be recorded and those decisions which do not permit a student to progress directly to the next year/level of study should be passed to the relevant Faculty Support Office which is responsible for informing students of the decisions made by the Computer Science Postgraduate Progression Board of Examiners and, where appropriate, providing the student with a right of appeal against decisions to terminate studies.
- (j) A report of decisions taken by the Computer Science Postgraduate Progression Board of Examiners should be sent by the Secretary of the Boards of Examiners, approved by the Chair of the Computer Science Postgraduate Boards of Examiners, to the Programme External Examiners.

Computer Science Postgraduate Final Board of Examiners

1. Constitution

The Computer Science Postgraduate Final Board of Examiners consists of:

- (a) The Chair of the Computer Science Postgraduate Boards of Examiners.
- (b) The External Examiner(s) responsible for postgraduate taught programmes within the remit of the Board of Studies in Computer Science.
- (c) The Assessment Officer of the Department.
- (d) The Examinations Officer of the Department.
- (e) The Directors of Studies of postgraduate taught programmes within the remit of the Board of Studies in Computer Science.
- (f) The Chair of the Postgraduate Mitigating Circumstances Committee.
- (g) The module co-ordinator of COMP702 MSc Project.

The quorum is one third of the membership.

2. Terms of Reference

Frequency of meetings: The Computer Science Postgraduate Final Board of Examiners will meet once in each academic year, following completion of the assessment of MSc Projects. However, extraordinary meetings, typically without the presence of the External Examiners, may take place at other times during the academic year, for example, in order to deal with appeals cases.

Responsibilities and Actions:

- (a) The Computer Science Postgraduate Final Board of Examiners is responsible for recommending final awards including any mark of differentiation for students on postgraduate taught programmes within the remit of the Board of Studies in Computer Science for approval by the Senate Committee for the Award of Degrees, Diplomas and Certificates (CADDAC).
- (b) The Computer Science Postgraduate Final Board of Examiners will normally operate also as a Module Review Board to determine marks for the MSc project module. It will also act as a Progression Board to determine the academic progress of any continuing part-time student or for any student who has not completed their studies.
- (c) The Computer Science Final Board of Examiners makes recommendations to CADDAC for the award of degrees, diplomas and certificates. The Board will ensure that the award of a mark of differentiation is made in accordance with those rules in operation at the time of the student's initial registration unless otherwise stipulated.
- (d) The Computer Science Final Board of Examiners will receive advice from the Mitigating Circumstances Committee and, where necessary, from the Computer Science Postgraduate Progression Board of Examiners, on the likely effect of such circumstances on a student's performance in any year of study and will decide what action, if any, to take in relation to the degree classification or other mark of differentiation if not has already been taken previously.
- (e) The Computer Science Postgraduate Final Board of Examiners receives recommendations from the Computer Science Postgraduate Module Review Committee on assessment appeals that impact on decisions by the Computer Science Postgraduate Final Board of Examiners.
- (f) The Computer Science Postgraduate Final Board of Examiners receives requests for reconsideration of previous decisions from the University Assessment Appeals Committee.

- (g) The Computer Science Final Board of Examiners will provide opportunity for students who fail the MSc project to re-sit the project.

Approval of result lists: Following the meeting of the Computer Science Postgraduate Final Board of Examiners after second semester examinations, for each degree programme the External Examiner responsible for the programme and the Chair of the Computer Science Postgraduate Boards of Examiners will sign off the result list for that programme. The result list needs to be passed to SAS for further processing. If an extraordinary meeting of the Computer Science Postgraduate Final Board of Examiners needs to reconsider the result of individual students, the reconsidered results require the formal approval by the External Examiner responsible for that programme as well as the signature of the Chair of the Computer Science Postgraduate Boards of Examiners. The corresponding documentation needs to be passed to SAS for further processing.