



## CCNME Board of Examiners: Terms of Reference

### Purpose

The Board of Examiners is the primary decision-making body for learner award and classification decisions. Subject to approval by CCNME Academic Council or its nominee, the Board of Examiners may be set up in a number of different ways to reflect the CCNME organisational needs e.g. a Board may be responsible for one programme, a group of programmes or a group of modules.

### Roles & Responsibilities

The Board of Examiners is established by the Academic Council as a subcommittee of the Programme Board and has delegated authority from the Academic Council to determine the final award classification for all learners on programmes validated by QQI. The Board of Examiners directly reports to the Chairperson of the Programme Board. The Board of Examiners have sole authority in determining a learner's right to an award.

It is responsible to:

- Maintain and monitor the academic standards of programmes and/or modules under its remit;
- Ensure learners are treated equally;
- Confirm where learners supports were implemented following request for reasonable accommodation;
- Monitor the effectiveness of the assessment processes used, to confirm processes are appropriate, valid, rigorous and fair and adhere to CCNMEs assessment regulations and guidance;
- Confirm programme and/or module marks, award and classification decisions;
- Recommend successful learners for the award;
- Agree actions for an unsuccessful learner including provisions for reassessment and deferral;
- Implements and makes decisions, where required, on applications of mitigating circumstances submitted by learners in respect of their assessments;
- Receive a report from each External Examiner/Authenticator on the appropriateness of the assessment process ensuring the CCNMEs quality assurance framework has been consistently applied;
- Deliberate any matter or issue raised by the External Examiner(s)/Authenticators or referred to it by Programme Committees and highlight any issues for discussion at Programme Board;
- Report the outcome of the Board of Examiners to the Chairperson of the Programme Board;
- Provide annual report to the Academic Council;
- Contribute to the Programme Monitoring Review and Evaluation Report.

### **Role of the Chairperson**

The role of the Chairperson of the Board of Examiners is to:

- Convene and chair the Board of Examiners meetings
- Ensure all learner results are approved by the relevant subcommittee boards and External Examiners/Authenticators
- Invite External Examiners/Authenticators to comment on assessments, marking and grading practices and proceedings of the Board
- Have responsibility to ensure outcomes of discussions and decisions are accurately reflected in the minutes of the meeting
- Provide minutes of proceedings to Chairperson of the Programme Board, when required.

### **Responsibilities of Members**

The individual members of the Board of Examiners have the following responsibilities:

- Declare any conflict of interest. In such cases, the Chairperson of the Board of Examiners will ensure that the individual withdraws for the duration of discussions relating to that learner
- No member who has attended or observed a meeting of the Board of Examiners may disclose to any other person a decision of the Board or any document, information or opinion considered, conveyed or expressed at the meeting
- Actively participate in meetings through attendance, discussion and review of minutes
- Identify risks and issues and help in resolutions
- Maximise opportunities to communicate

### **Role of the Secretary**

The role of the Board of Examiners Secretary is to:

- Co-ordinate the development of the administrative function to support the Board of Examiners;
- Schedule Board of Examiners meetings and distribute relevant documents in advance;
- Attend and document minutes of the Board of Examiners meetings

### **Nomination of Members to the Board of Examiners**

#### Chairperson

The Chairperson of the Board of Examiners is nominated by CCNME Academic Council for a period of two years.

#### External Examiner

The Term of Office of each External Examiner will be three years' duration.

### **Membership**

<b>Position</b>
Chairperson

Chairperson of relevant Programme Committee(s)
Programme Coordinator(s)
Internal Assessor(s)
Programme Tutors
Internal Moderator(s)
External Examiner(s)/Authenticator(s)
*Chairperson of Academic Integrity Committee
*Administrator/Secretary

\*Members of staff who will be in attendance at the Board but are not considered members of the Board of Examiners

Note: A QQI representative may attend the Board of Examiners' meeting as an observer only, assisting in the interpretation of QQI Standards, policy, criteria and procedures, if necessary, not considered a member and therefore not involved in the decision making process.

### **Confidentiality**

Proceedings and deliberations at the Board of Examiners meeting is confidential. The only exception to this is in the legitimate reporting requirements to the Chairperson of the Programme Board and to the Academic Council.

The members of the Board of Examiners comply with the General Data Protection Regulation (GDPR) in accordance with CCNMEs GDPR Data Protection Policy

### **Use of Technology**

- Full Boards of Examiners should meet in person; a Virtual Board of Examiners should only be held when a face-to-face meeting is not possible.
- In the event that the Board of Examiners meeting is held virtually, adherence to GDPR policies and procedures is required and clearly identified in the minutes of the meeting.
- A Virtual Board of Examiners must take steps to assure the security of learner information, using encryption and/ or secure platforms to share data in accordance with CCNMEs GDPR Data Protection Policy.
- Confirmation in writing of all decisions taken Decisions taken by members of the Virtual Programme Board of Examiners must be confirmed in writing by all members.

### **Conduct of Business – Meetings**

#### Notice

Each member of BOE shall be entitled to five working days' notice of a meeting.

### Frequency

The dates of meetings of BOEs' shall be agreed annually with the chair of the Programme Board in accordance with QQI Certification requirements and meetings will be held as determined.

### Quorum

A quorum for meetings of the Board of Examiners will be judged to be quorate when the following members are in attendance:

- Chair;
- External Examiner;
- Internal assessor(s);
- Programme Coordinator.

### Decisions

The Board of Examiners will normally operate on the basis of consensus. In the event of a vote being required on any matter a majority of all members present, including the Chair, will carry the motion with the Chair of the meeting having a casting vote in the event of a tie. Voting by proxy is not permitted. Only education staff who have been participants in the assessment of the award together with the Chairperson and the External Examiner/External Authenticator will make recommendations in relation to the award.

In the event of a disagreement between the Board of Examiners and an individual assessor, the Board of Examiners may replace an assessor's recommendation with its own. This disagreement must be recorded in the minutes of the meeting. Formalising a dissenting view in this way should not be done lightly (QQI 2013)

In the event of an irresolvable disagreement between the Board of Examiners and the External Examiner, the Board of Examiners decision should be final. The disagreement must be recorded in the minutes of the meeting and in the External Examiners report and in an attachment to the Broadsheet of Results (QQI 2013)

### **Review of Terms of Reference**

The Chairperson of the CCNME Board of Examiners will review the Terms of Reference annually with CCNME Academic Council members and amend as required.