

Module Assessment Boards

2024-25

Board purpose

Provide assurance on the implementation of institutional rules and procedures for the marking and assessment of modules.

Membership

- Chair (nominated by Head of School)
- Deputy Chair (nominated by the Head of School usually for a minimum of three years)
- a representative group of the internal Markers of the assessments to be conducted by the examination board; the External Examiner(s).

School Education Committee recommends the appointment of officers and members to University Education Committee for formal approval.

Markers who are not members of the Board have the right to be in attendance.

Terms of Reference

- a) To confirm and maintain standards of assessments for all modules for which the MAB is responsible in conjunction with the Board of Study and the External Examiner(s).
- b) To confirm marks for each module for which the MAB is responsible. Assuring the marks allows credit to be accrued where the pass threshold has been met for students who are not registered for an award with the University and allows a resit to be offered to these students, where appropriate. The mark achieved at resit may be uncapped for such students, in proportion with the accepted exceptional circumstances.
- c) To recommend action to be taken in the case of question papers where there are errors or assessments about which there are evidenced major concerns. The Chair of the MAB will consult the relevant External Examiner before making recommendations to the Pro Vice-Chancellor (Education and Students) for approval to remedy the situation. The Chair will also report the matter to the Board of Study responsible for the module management to ensure the issue is not repeated for future cohorts.
- d) To recommend action to be taken in cases where academic judgement concludes that an assessment has been unexpectedly easy or difficult, or where students within a cohort may be markedly advantaged or disadvantaged by their particular choice of modules. The scaling of marks, in line with University guidance, may be considered in such situations. The Chair of the MAB will consult the relevant External Examiner before making recommendations to the Pro Vice-Chancellor (Education and Students) for approval to remedy the situation. The Chair will also report the matter to the Board of Study responsible for the module.

- e) To exceptionally recommend proposed outcomes for approval by the Pro Vice Chancellor (Education and Students) in all cases where external moderation has not been conducted on a module, to ensure that progression and award decisions are not unduly delayed. All such cases must be reported to University Education Committee and Senate.
- f) To transmit marks for modules to the Student Systems and Records Office (SSRO) who will ensure they are available to the appropriate PABs.