

Template agenda for meetings of University of London International Academy Boards of Examiners

UNIVERSITY OF LONDON

Meeting of the University of London International Academy Board of Examiners for XXXX

Date:

Time:

Venue:

Chair:

Deputy Chair:

External Examiner(s):

Intercollegiate Examiner(s) if appointed

Board Members:

Secretary:

In attendance:

Agenda:

1. Welcome and introductions
2. Membership of the Board of Examiners
 - To receive: official membership list of BoE
 - To report: absences and the reasons, any approved substitutions
 - To confirm: that the Board satisfies the quoracy regulations of the Lead College
3. Confidentiality: Chair to remind members of the confidential nature of the business
4. To confirm Minutes of previous year's meeting and any matters arising
5. Assessment criteria and schemes of award
 - Chair to outline approved marking scheme for progression and award classification
6. Extenuating and Mitigating Circumstances
 - To report for approval: recommendations from the pre-Board meeting which considered individual cases in the presence of the External Examiner
7. Consideration of Progression and Awards
 - To consider and approve candidates' module marks, progression and awards
8. To report decisions on prize allocations for academic achievement delegated to Chair or Sub-group
9. Summary by External Examiner(s)
 - To receive: Oral report(s) from External and Intercollegiate Examiners
10. Chair's Comments
 - Oral response to External and Intercollegiate Examiners' reports
 - To report: authority for the Chair to act in any unforeseen circumstances
11. Signing of Documentation
 - To confirm and sign: Final Report Form by Chair and External/Intercollegiate Examiners

12. Processing and release of results

To report: approximate date of release of results to students

13. Date of next meeting

Any other business.