

9.15 Policy on the reporting requirements for Programme Examination Boards

Submission of reports from Programme Examination Boards:

1. All Programme Examination Boards must be formally minuted, and the minutes must be approved by the chair of the Programme Examination Board and subsequently confirmed by the next meeting of the board.
2. All meetings of boards of examiners where module marks and/or student progression/award/classification are considered must complete the required documentation for conferment (currently a signed progression spreadsheet and CICP F7 form).
3. The relevant programme administrator is responsible for ensuring the signed documentation is forwarded to CICP **within 14 days** of the meeting.