

Education for Health Programme Examination Board

1. Purpose

The Programme Examination Board has responsibility for assuring the quality and standards of the OU-validated awards, determining students' results and confirming the classification of awards.

2. Frequency Three times a year

3. Reports to Academic Board

4. Membership

4.i Internal

- Director of Education and Training (Chair)
- External Examiners (two)
- Education Leads/Internal Markers
- Relevant Programme Leader
- Relevant Programme Administrator (secretary)

4.ii External

- Member of staff from relevant accrediting body (observer)

5. Terms of appointment and office

Members remain for as long as they hold the position relevant to their membership. External members for term of office.

6. Criteria

- Appropriate level of academic/professional expertise – dependent on position on Board
- Able to attend two Board meetings per year
- Quorum for the Board is half the members plus one which must include the External Examiners and Programme Lead.
- Where possible, meetings will be scheduled to coincide with the requirements of relevant accrediting body.

7. Terms of reference

7.i To ensure compliance with the assessment regulations throughout the relevant programme.

7.ii To consider and approve the summaries of all students' results determined by the Module Review Committees.

7.iii To review the recommendations and results of assessments for all programme-registered

students.

7.iv To consider issues of compensation and condonement as relevant (namely at the stage of the final module of a programme).

7.v To confirm or adjust the class of result attained by students.

7.vi To ensure the rigour of the programme's assessment strategy and submit proposals to the Academic Board for modification as/if appropriate.

7.vii To receive and respond to reports and recommendations from:

- Module Review Committees
- Teaching and Learning Committee
- Academic Standards Committee

In exceptional circumstances, if no External Examiner(s) are able to be present at the Programme Examination Board, the External Examiner(s) will be required to conform the recommendations of the Programme Examination Board and communicate their views by written correspondence to the Chair of the Programme Examination Board.

8. Special considerations: Conflict of Interest

The deliberations of all Exam Boards will take place with due regard to the principles of transparency, independence, equity, and impartiality outlined in the Education for Health Conflict of Interest Policy:

<https://www.educationforhealth.org/education/student-support/regulations-policies/>

Specifically:

8.i The Exam Board Chair will ensure there is no conflict of interest during proceedings that might compromise the above principles.

8.ii Members of the Exam Board are required to inform the Chair of any personal interest, involvement or relationship with a student being considered. This should normally take place in advance of the meeting of the Board.

8.iii Any member of staff or trainer, who may or may not be a member of the Assessment Board, with responsibility for assessing student work, who has a potential conflict of interest must declare that interest to the Chair of the Board. In such circumstances, that person should not be the sole examiner for the student concerned on any individual module.

8.iv In addition to those declared in advance, the Chair should ask members present at a meeting of the Exam Board for expressions of personal interest which may impair the impartiality of any judgements made by the Board.

8.v If a member of the Assessment Board is aware of any potential conflict of interest, this must be declared and recorded in the minutes of the meeting. Unless prior dispensation has been given by the Chair, the member will leave the meeting of the Board when the individual case is being considered. In instances where the member concerned is permitted to remain in attendance during consideration of the student(s) concerned, the person involved shall not take part in any discussion or decisions pertaining to the issues or student(s) concerned. This process will be recorded in the minutes.

8.vi In instances where the Exam Board are asked to consider outcomes from other regulatory processes (e.g. academic misconduct, fitness to practise), due regard will be given to the impartiality of the Chair and Members of the Board. If the Chair has had any previous formal involvement in a case to be considered by an Assessment Board, they will declare an interest and hand the Chair over to an appropriate senior colleague for the duration of the relevant discussion. Similarly, if any Member of the Board has had formal involvement in a case to be considered, they will declare an interest and must not take part in the discussion and decision-making process. The minutes of the Assessment Board should record all such declarations and actions.

8.vii If a member of staff or Trainer is a student on a module/programme being considered by the Board, they will not be involved in the Board in any capacity.

9. Review Date: November 2020