

**Guidance for the Completion of a Report of OU staff attending Progression and Award Boards of Examiners**

The Open University’s Module Result Approval and Qualifications Classification Panel (MRAQCP) is responsible for approving recommendations for module results and the award and classification of qualifications, both for its direct provision and for validated institutions. So that the Panel can discharge its responsibilities appropriately, and to comply fully with guidance from the Quality Assurance Agency (QAA), it requires more qualitative and quantitative data. This relates to the completion of the report by OU staff attending Progression and Award Boards of Examiners at partner institutions.

**Please return the report to** ouvp-examboards@open.ac.uk **within two working days of the Board so that the results can be ratified by MRAQCP.**

The report is divided into two parts; Section 1 is a qualitative report with respect to the proceedings, issues discussed and any concerns that arose.

Section 2 requires a ‘yes’ or ‘no’ response to the 22 statements listed and comments as appropriate.

**Section 1**

**A The Proceedings**

This section should report on:

* The impression gained, in relation to the quality of the process for final assessments, from the verbal reports given at the exam board by both the external examiner/s and the programme director and from the implementation, or otherwise, of any recommendations that arose at the previous exam board;
* An explanation regarding the structure of the exam boards, for example where module results are undertaken at a subsidiary level who has sole responsibility for the determination of the final results;
* Details on the presentation of accompanying information, for each degree classification, exit award and progression. As well as the data supplied to inform a recommendation by the board, for those students on the borderline;
* Where mitigating or extenuating circumstances are considered outside of the exam board;
* The process for the presentation of recommendations to the Board of Examiners, which should include how resolution will be sought, for students with results pending.

**B Issues discussed**

Through scrutiny of the results, this section should report on:

* Recommendations raised by the external examiner relating to individual student outcomes and/or issues that relate to the teaching or the assessment of the qualification;
* By comparison with the previous exam results data, explanations to any major variance at each level;
* Any future changes to the examination and assessment process that may impact on the result statistics.

**C Any Concerns:**

This section will only require completion if there were any concerns that arose, with regard to either the examination and assessment process or the integrity of the results.

**An exemplar of section 1 is detailed below**

**A The Proceedings**

*I gained a good impression of the processes used for final assessments at the College and am pleased to confirm that they were painstaking and rigorous.*

*Consideration of module results is undertaken at Faculty/Dept level; recommendations are then made to the Award/Progression Board of Examiners which has the sole responsibility for the determination of final results. The recommendations are presented in tabular form with each year of the degree included in this process. There is accompanying information from the course team that summarises the number of students for each degree classification and makes recommendations concerning students on the borderlines.*

*Mitigating or extenuating circumstances are considered in advance by a sub group of the Academic Board,*

*The process for presenting recommendations to the Board of Examiners is standard; the summary and detailed recommendations made by the programme team are presented and the external examiner also comments. A discussion by the Board leads to a final decision on the result status for each student, except those who have results pending. In these cases authority if delegated to the chair to resolve them, in consultation with the external examiner as appropriate.*

**B Issues discussed**

*A later item on the agenda provided the opportunity for the programme team and external examiner to consider the quality of and standards prevailing on the programme and for comparisons to be made with previous cohorts of students.*

*At this Board there was a general discussion of the progress of students at level 4 which reflected the relatively high numbers of students who had used unattributed materials in their assessments. This had been discussed at length with the external examiner prior to the Board who had agreed with the actions taken to remind students of the importance of referencing.*

**C Any Concerns**

*None*

*I am more than satisfied that the examination and assessment processes are working well and properly at the College.*

**Section 2:**

This section is subdivided into:

* Action from the previous meeting;
* Conduct of Assessment;
* Decision Making;
* Conduct of the meeting;

Within each subdivision, numbered statements are listed to elicit a ‘yes’ or ‘no’ response. Where ‘no’ is selected, then further information will be required within the comment box provided below each statement. In some instances it may be helpful, for clarification purpose, to add a comment even though ‘yes’ has been selected.

**Please return this completed report to** ouvp-examboards@open.ac.uk **within two working days of the Examination Board that you attended**