Open University Validation Partnerships (OUVP)

Report of OU staff attending Progression

and Award Boards of Examiners

**Institution:**

**Programme/s:**

**Venue:**

**Date:**

**Name of OU Member of staff:**

Section 1

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| **Qualitative report for consideration by MRAQCP (including a summary of issues in section 2 below)**  **A The Proceedings** *(please see guidance for exemplar report).*  **B Issues discussed**  **C Any Concerns** |

**Section 2**

**Action from previous meeting**

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| 1. | Have any issues raised at the previous meeting, including those raised by the External Examiner(s) been addressed? | Yes/No |
| If you have answered no please provide comments | | |

**Conduct of Assessment**

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| 2. | Have the assessments been moderated internally in accordance with approved regulations? | Yes/No |
| If you have answered no please provide comments | | |

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| 3. | Have the assessments been moderated externally in accordance with approved regulations? | Yes/No |
| If you have answered no please provide comments | | |

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| 4. | Have approved procedures for dealing with students with particular needs, e.g. dyslexia and other disabilities, been applied? | Yes/No |
| If you have answered no please provide comments | | |

**Decision-making**

Progression decisions and award recommendations have been reached in accordance with the University’s requirements and normal practice in UK Higher Education. Specifically that:

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| 5. | The External Examiners have reviewed a sample of work selected according to the Handbook for Validated Award requirements and any consequent adjustments to marking scales or marks of complete cohorts have been entered in the schedules to be considered (see also QAA Quality Code and Handbook for Validated Awards, Section F2). | Yes/No |
| If you have answered no please provide comments | | |

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| 6. | Classification bands were properly observed. | Yes/No |
| If you have answered no please provide comments | | |

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| 7. | Students on borderlines were given appropriate consideration. | Yes/No |

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| If you have answered no please provide comments |

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| 8. | The application of compensation procedures were consistent with agreed regulations. | Yes/No |

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| If you have answered no please provide comments |

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| 9. | Any pleas of mitigation entered by the due date have been considered in a fair and equitable manner and in accordance with approved regulations? | Yes/No |

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| 10. | Consequences of academic misconduct and other breaches of assessment regulations have been discussed and dealt with appropriately and fairly, applying the approved regulations? | Yes/No |

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| If you have answered no please provide comments |

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| 11. | Entitlements and arrangements for re-assessment have been confirmed? | Yes/No |

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| If you have answered no please provide comments |

**Conduct of the meeting**

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| 12. | Was the meeting competent (and quorate) to conduct the business and conducted in accordance with its approved terms of reference and institutional procedures? | Yes/No |

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| If you have answered no please provide comments |

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| 13. | Were mark sheets available for each level within each award and were the sheets easy to read and understand; with additional data provided to aid decision making, where appropriate? | Yes/No |

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| If you have answered no please provide comments |

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| 14. | An appropriate officer made a record of the board of examiners’ decisions. | Yes/No |
| If you have answered no please provide comments | | |

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| 15. | Everyone present was familiar with and understands the approved regulations impacting on the programme including the criteria for progression or award. | Yes/No |

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| If you have answered no please provide comments |

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| 16. | External examiners were present, made a verbal report to the board and were consulted regularly. | Yes/No |

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| If you have answered no please provide comments |

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| 17. | Progression decisions have been confirmed by the Board, OUVP Award Recommendation Lists have been presented to the Board and the External Examiner(s) verbally confirmed their agreement with the final/exit award recommendations. | Yes/No |

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| If you have answered no please provide comments |

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| 18. | If the meeting did not consider all students registered for the award, it is clear what arrangements are in place to deal with progress and/or reassessment of the remaining students. | Yes/No |

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| If you have answered no please provide comments |

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| 19. | Arrangements are in place for the publication of assessment results and the provision of follow-up support for failing students. | Yes/No |

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| If you have answered no please provide comments |

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| 20. | Arrangements have been made for who will deal with academic appeals | Yes/No |

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| If you have answered no please provide comments |

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| 21. | The confidentiality of marks has been secured (by collection of the mark sheets). | Yes/No |

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| If you have answered no please provide comments |

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| 22. | Did the Board recommend any aegrotat/posthumous awards? | Yes/No |

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| If you have answered yes please provide comments |

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| **TO BE COMPLETED BY OUVP FOLLOWING RESPONSE FROM MRAQCP:**  **Feedback received from MRAQCP**  **SQPM Feedback to MRAQCP (If applicable)**  **Partner follow up actions:**   * No action required * An immediate partner response is required for MRAQCP * No immediate partner response is required. However, reflection and commentary regarding this feedback will be required within the partners next annual monitoring return. |