

School/Institute of NAME

Associate Subject Examination Board for NAME

A meeting will be held on DAY DATE MONTH YEAR, at TIME in VENUE

A G E N D A

**Part I: Preliminary items**

1. **Quorum**

To confirm that the meeting meets the quorum.

1. **Confidentiality**

To note that the business of the meeting is confidential, and that decisions and discussions should not be released except through the approved means.

1. **Declaration of interests**

To note any potential conflicts of interest and to agree measures to ensure that these cannot affect decision-making.

1. **Debtors**  
   To note that students with academic debts are not entitled to receive formal confirmation of results or progression from one year to the next, or any award of QM or the University.
2. **Regulations**

To notethe key points of the *Academic Regulations*, including the requirements to pass a module and the arrangements for reassessment.

**Part II: Consideration of module results**

1. **Marking practices**

To note a verbal report on marking practices, including confirmation that the SEB has followed all institution-level marking policies.

1. **Invigilator and student reports**

To note the details of any invigilator or student reports reporting incidents or irregularities in assessment, and to agree any actions deemed necessary.

1. **Module results**

To approve module results, discussing any cases requiring special note and agreeing actions as necessary.

**Part III: Consideration of student results**

1. **Students who cannot be considered**

To note any students that cannot be considered, and why (e.g. missing marks, pending assessment offence investigations) and to agree to handle these by Chair’s action.

1. **Extenuating circumstances**

To approve the recommendation of the Extenuating Circumstances Sub-board. These should not normally require detailed discussion. Individual cases should be discussed, where necessary, under the section on the relevant developmental year group.

1. **Associate student results**

To consider and, where appropriate, approve any recommendations relating to individual students, and to take decisions for any non-standard cases.

**Part IV: Other matters**

1. **Authority for the Chair to act on behalf of the Board**

To approve the conferral of the Board’s authority to the Chair, to act on its behalf.

1. **Arrangements for the next meeting**

To note the arrangements for the next meeting.