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**Examiners’ Progression and Award Board (EPAB) Agenda**

**Faculty(ies) of [insert name]:**

**Department(s) of [insert name]:**

**Name of Programmes(s):**

**Agenda for the meeting to be held on [insert date] at [insert time] in [insert room], [insert campus]**

1. **Welcome and apologies for absence**

*Note all attendees at the Board*

1. **Confirmation of quoracy**

*Minimum of 60% of the voting Board members including the Chair and at least one duly appointed External Examiner. Where a member of the Assessment Records Team is not available this will not impact on the quoracy.*

1. **Declaration of conflicts of interest (if any)**

*Declarations are expected to have been provided to the Chair in advance of the meeting and will be formally noted in the minutes.*

1. **Minutes of the Previous Meeting held on [insert date] and Matters Arising from these**
2. **Report on Chair’s Actions**

*Details of Chair’s action should include: The Board to which the action relates, the purpose of the action and outcome.*

1. **A brief summary report of what action (if any) was taken as a result of the external examiners’ reports from the previous year.**
2. **Consideration of module marks**

*Where a sub-board has not met to consider the module outcomes the Board should first review to ensure that marking and all quality assurances process are complete. This may also include any moderation actions such as scaling. Where a sub-board has met, a brief note of their observations should be made. The EPAB must then consider any recommendations made by the sub-board. The External Examiners should be consulted during these discussions.*

1. **Consideration of examination results and confirmation of progression and award made to individual candidates, including:**

* **Consideration of recommendations regarding candidates at class borderlines.**

*In all circumstances where a candidate falls into the borderline, the decisions and reasoning must be recorded in the minutes whether promoted or not promoted.*

* + **Consideration of recommendations by the Mitigating Circumstances Board for students who have submitted mitigating circumstances.**

*Reasons for the outcome of the recommendations must be recorded. If there have been no instances of mitigating circumstances this should be recorded.*

* + **Note and confirmation of application of:**
    1. **Penalties for late submission**
    2. **Sanction under the Academic Misconduct procedures**

1. **Re-sit arrangements are agreed.**
2. **Summary of action taken by the Board during the academic year under the College’s** [**Academic Misconduct Policy and Procedures**](https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/) **[located under *Academic Integrity*]. (If there have been no minor misconduct offences this should also be recorded).**

*Summaries of actions and process. Specific case details will be recorded during the consideration of the student mark profiles.*

1. **Decisions made regarding special awards, prizes and Dean’s list (as appropriate).**
2. **Consideration of the overview of results and management information set data with comments from the Director of Undergraduate Studies/Postgraduate Studies on these.**
3. **General preliminary comments made by the external examiners on the outcome of assessments for the current academic session and their reflections on the examination process and standards achieved.**
4. **Formal confirmation that the marks, decisions and awards for the current session are endorsed by external examiners.**
5. **Consideration of examination arrangements and procedures, amendments to marking schemes/assessment formats for future cohorts.**

**Any Other Business**

**Date, time and place of next meeting**

[After the EPAB meeting please send a copy of the minutes to the Registry’s Assessment Records team for logging.]