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

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

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

**Name of Programmes(s):**

**Minutes for the meeting held on [insert date] at [insert time] in [insert room], [insert campus].**

**Approved by (and date):**

**Present:**

*List*

**Apologies for Absence:**

*List*

**Absent:**

*List*

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| --- | --- |
| **1** | **Welcome and apologies** |
| **1.1** | *The Chair welcomed the members to the Board. Particular welcome was given to the External Examiners (list). NOTE IF ANY NEW MEMBERS* |
| **2** | **Confirmation of quoracy** |
| **2.1** | *It was noted that the meeting was quorate. IF NOT QUORATE, it was noted that the meeting was not quorate (THEN DESCIRBE ACTIONS TO BE TAKEN TO RATIFY ALL DECISIONS e.g. the External Examiners will be ratifying the decisions post board as none could attend the meeting).* |
| **3** | **Declaration of conflicts of interest** |
| **3.1** | *Either:*  There were no declarations of conflicts of interests*, or;*  X declared a conflict of interest with regards to candidate Y. X did not participate in discussion or decision-making with regards to Y. *Then proceed to explain the action taken such as X left the room during consideration of candidate Y.* |
| **4** | **Minutes of the Previous Meeting held on [insert date] and Matters Arising from these** |
| **4.1** | *Confirmation of minutes or any corrections* |
| **4.2** | *Details of any matters arising from the minutes of the last meeting* |
| **5** | **Ratification of Chair’s Actions taken since the last meeting** |
| **5.1** | *List of Chair’s actions taken from the last meeting to include sufficient detail to be able to cross reference to the Board it relates. This should include specific action taken by the Chair in each case for example:*  *Board of X.X.20XX, candidate number XX – update to marks profile and overall programme weighted average (65.00). Awarded 2.1*  *If a tracking document for Chair’s Actions is used, it can be referred to in this section and appended to the minutes.* |
| **6** | **Summary of actions taken in relation to External Examiner reports for previous academic year** |
| **6.1** | *Details of actions taken in relation to the reports such as restructure of assessment, update to marking processes or guidance.* |
| **7** | **Consideration of module marks** |
| **7.1** | *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.*  *Justification for any moderation actions must be formally recorded. It should also be noted where moderation action has occurred in the same modules in previous years and action that may be taken to prevent the necessity in subsequent years.*  *Any comments relating to collaborative provision (such as exchanges) should be clearly recorded in the minutes.* |
| **8** | **Consideration of examination results and confirmation of progression and award made to individual candidates** |
| **8.1** | *Make a formal note the regulations that the candidates have been considered under, for example:*  *All candidates at this Board were considered under:*  [Regulations for Taught Programmes of Study](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/regulations/2022x2f23/Regulations_for_Taught_Programmes_2023_24-FINAL.pdf)  *Or:*  *All candidates at this Board were considered under:* [Regulations for Taught Programmes of Study](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/regulations/2022x2f23/Regulations_for_Taught_Programmes_2023_24-FINAL.pdf), *with the exception of those completing under the* [Academic *and* Examination Regulations](https://www.imperial.ac.uk/about/governance/academic-governance/regulations/2023-24-regulations-b/)*, identified in the minutes by \* next to the Candidate Number* |
| **8.2** | *Example text:*  *Programme title, year of study*   |  |  | | --- | --- | | *Candidate no or CID* | *Decision* | | *1* | *Progress to year 2* | | *2* | *Marks ratified, offer resit in XX*  *(Where PGT programme has an interim board to offer resits, but not for formal progression)* | | *3* | *MC accepted for module XX. Board agreed to offer uncapped resit on module XX (summer resit). Consider progression in September.* | | *4* | *Pass – Distinction* | | *5* | *Pass. Borderline candidate. Student met published algorithm requirements to be uplifted. Award 1st.* | | *6* | *Pass. Borderline candidate. Recommendation from viva voce not to uplift. Board confirmed recommendation. Awarded 2.1.* | | *7* | *Pass. Overall weighted average of 70%. Noted that for 2 elements the marks were above 70% however, third element of the programme(project) the mark was 58%. No mitigating circumstances were offered for the project. Award Merit in line with College Academic and Examination Regulations.* | | *8* | *Pass. Overall weighted average of 68%. Noted that project mark was 78%. Board considered uplift in overall classification in line with the Regulations for Taught Programmes of Study and {agreed/ did not agree} to uplift the student to a distinction.* | | *9* | *Student failed XX on the programme on a repeat year. Board noted that there are no accepted claims for mitigation and therefore agreed in line with their criteria that no resits should be offered. Academic Failure.* | | *10* | *Passed all assessment however, OWA falls below required level to continue on MEng programme and below borderline. Transfer to BEng* | | *11* | *Noted academic misconduct proven for XX. Sanction applied of XX required/not required to resit XX.* | |
| **9** | **Resit arrangements** |
| **9.1** | *Example: The Board noted that all resits will be held in over the summer resit period. Or: The Board agreed that all re-sits would be held in the next academic session.* |
| **10** | **Summary of action taken under Academic Misconduct Procedure by the Board** |
| **10.1** | *On behalf of the Board, the Chair considered 20 alleged cases this academic year of academic misconduct. Of the 20 cases, X related to Collusion, X to plagiarism (for example). X of 20 were considered proven. Sanctions were applied as were discussed under the consideration of the candidates. Give observations about the cases – is this more or less than usual – where they common pattern or themes – a module or year group? Is there something to take forward to address?* |
| **11** | **Decisions made regarding special awards, prizes and Dean’s list (as appropriate)** |
| **11.1** | *List. Describe if needed why particular decisions were made. Include all formal prizes, awards and Dean’s list as is necessary to be agreed by the Board of Examiners.* |
| **12** | **Consideration of the overview of results and management information set data** |
| **12.1** | *Summary of discussion about the data sets* |
| **13** | **Preliminary comments made by the External Examiners** |
| **13.1** | *Summary of comments made by the External Examiners* |
| **14** | **Formal confirmation that the marks for the current session are endorsed by External Examiners** |
| **14.1** | *Example text: The External Examiners formally confirmed the marks and decisions made by the Board.* |
| **15** | **Consideration of examination arrangements and procedures, amendments to marking schemes/assessment formats for future cohorts.** |
| **15.1** | *Summary of discussion re the above* |
| **16** | **AOB** |
| **16.1** | *Example text: No items of AOB were raised. The date of the next meeting was confirmed as XX* |