**Sub-Board of Examiners 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. **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. **Consideration of module marks**

*Consider the module outcomes to ensure that marking and all quality assurances process are complete. This may also include any moderation actions such as scaling. Agree any recommendations for the EPAB with regards the module results for the cohort.*

1. **Where agreed to be completed at the sub-board; recommendations regarding individual candidates in respect of:**

* **Candidates at class borderlines.**

*In all circumstances where a candidate falls into the borderline, make recommendations for the EPAB regarding the above. The decisions and reasoning must be recorded in the minutes whether promoted or not promoted.*

* + **Recommendations by the Mitigating Circumstances Board for students who have submitted mitigating circumstances.**

*Reasons for the consideration of the recommendations must be recorded*

1. **Decisions made regarding special awards, prizes and Dean’s list (as appropriate and where agreed to be completed at the sub-board).**

**Any Other Business**

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

(minutes should be held securely within the Department for future reference and in line the University [records retention policies](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/records-and-archives/public/RetentionSchedule.pdf)).