

24 External Examiners and Examination Boards

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Person Responsible	Programme Manager
Linked policies	Academic Misconduct Policy and Procedure Extenuating Circumstances Policy and Procedure Appeals and Complaints Policy
Mapping to Quality Code	(QC chapter B6, B7) specifically B6/16

24.1 External Examiners and Examination Boards

To be read in conjunction with Sections D & G of the Regulations for Validated Awards of the Open University

24.1.1 External Examiners (QC chapter B7) External examiners will be appointed and governed by the Regulations for Validated Awards and the Handbook of Validated Awards issued by the Open University.

24.1.2 Examination Boards (QC chapter B6, B7) B6/16. Examination boards will be governed by the Regulations for Validated Awards and the Handbook of Validated Awards issued by the Open University.

24.1.3 The examination board will usually take place at Ballet West and will comprise

- The Principal or nominee (Chair)
- The Programme manager or nominee (secretary)
- Open University representative
- The external examiner
- The Vice principal of learning and teaching
- Module leaders

24.1.4 The composition of the Examination board will be approved by the Academic board at the start of the academic year

24.1.5 The standing agenda for the meeting will be

- Welcome by chair
- Modules presented in turn with module leaders-
 - Reporting any resolved instances of Academic Misconduct, with action taken.
 - Reporting any changes to the assessment schedule due to resolved instances of Extenuating Circumstances.
 - Making recommendations to the board relating to unresolved Extenuating Circumstances claim.
 - Reporting any appeals either resolved or ongoing.

- Confirming that marks are correct and that appropriate internal and external moderation has taken place
- External Examiner's report
- Agreement of progression and awards
- Signing of paperwork according to OU regulations 30.1 (e)
- Close