**Board of Examiners**

**Terminology for Paperwork**

To ensure parity and consistency with exam board papers, the following terminology must be used when completing exam board minutes.

From March 2018, please note that student’s names will not appear on any exam board paperwork. Students will be referred to by student number on results grids, agendas (where necessary) and minutes. There should be no details of personal circumstances mentioned on agenda or minutes. Further information can be referred to through relevant papers i.e. mitigating circumstances, unfair means.

**Chairs Actions**

Any students with a chairs action must be referred to by student number on both the agenda and minutes. Please do not include and personal reasons/circumstances. At module board please use the following format;

BA (Hons) Design

S0112233 – the student had mitigating circumstances for Research Skills Portfolio, this was submitted and passed. The overall module mark was amended from MCA to 50.

At programme board please use the following format;

BA (Hons) Design

S0112233 – the student submitted and passed their mitigating circumstances and the progression/classification outcome was changed from DDI to Pass & Progress/Award Degree with Honours in the Second Class Division 1/Foundation Degree

Please note that the module outcome should not appear on the programme agenda/minutes and the programme outcome should not appear on the module agenda/minutes.

**Fallback award (Programme agenda/minutes only)**

Any student that are being awarded fall-back awards should be referred to by student number on both the agenda and the minutes. Please do not include and personal reasons/circumstances. Please use the following format;

S0112233 – BA (Hons) Fine Art – Awarded Certificate in Higher Education

S0112233 – FdSc Mental Health Studies – Award 100 credits

S0112233 – BA (Hons) Early Childhood Studies – Award Diploma in Higher Education

**Mitigating Circumstances/Dishonest Practices**

Please use the following statement in the minutes;

These will be discussed on an individual basis when considering module results.

**Consideration of Module results**

Please use one of the following statements when compiling minutes;

All students passed the module

All students passed the module with the exception of;

Only 2 students took this module and both passed.

Only 2 students took this module, one passed with the exception of;

Only 2 students took this module, both failed to pass;

Only 1 student took this module and passed.

Only 1 student took this module but failed to pass;

**If student has withdrawn**

Please show the assessment that they have failed/not submitted in brackets followed by the reason and that they have now withdrawn. Please show module results in the following way with the assessment in brackets and then the reason;

S0112233 (Essay) non submission, now withdrawn

S0112233 (Essay & Exam) non submission, now withdrawn

S0112233 (Essay) Academic Failure, student has now withdrawn

S0112233 (Essay & Exam) Academic Failure, student has now withdrawn

**If student fails but has an assessment mark/s please use the following examples;**

S0112233 (Essay & Exam) Academic Failure

S0112233 (Exam) Academic Failure

**If a student fails with 0 marks please us the following examples;**

S0112233 (Essay & Exam) Non Submission

S0112233 (Essay) Non Submission

**If student has mitigating circumstances please show as per the following example;**

S0112233 (Essay) Mitigating Circumstances Approved/Pending

**If Student has unfair means please show as per the following example;**

S0112233 (Essay) Unfair Means Investigation Pending

**Multiples Outcomes. If a student has different outcomes for assessments in the same module please show as per the following examples;**

S0112233 (Essay) Academic Fail (Exam)

S0112233 (Case Study) Mitigating Circumstances Approved (Exam) Unfair Means Investigation Pending

S0112233 (Exam & Case Study) Academic Fail

**EE/GIFHE/Hull/Teesside Comments. It is imperative that we record comments made by externals and internal staff. It is as important to state when comments have not been made and show a good reason for this. Please use the following sentences when compiling your minutes.**

There were no comments to record

There were no comments to record at module board, they will be recorded at programme board.

Comments were made at the module board and no further comments were made at programme board.