

**University Of Manchester**

**Directorate of the Student Experience**

**Division of Teaching, Learning and Student Development**

**ANNUAL COLLABORATIVE ACADEMIC ADVISER’S REPORT FOR EXAMINATION BOARDS**

Please use this report form in conjunction with the guidance document

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| **Year:** |  |
| **Name of Partner Organisation:** |  |
| **Programmes Validated:** |  |
| **Name of Adviser:** |  |

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| **Date(S) Of Examination Board(S) Attended:**  **Due to the Covid-19 pandemic, attendance at Exam Boards may have been virtual. If so, please state that.** |  |
| Please note that Collaborative Academic Advisers (or representative) are requested to complete an observation sheet as part of their attendance at Exam Boards. Any major observations emerging from the observation process, particularly in the context of the implementation of anonymous assessment and exam boards should be identified here or cross-referenced to the attached observation sheet, where appropriate. | |

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| **Pre Examination Board Observations**  Where possible the Adviser should arrange to have a short meeting with the Programme Director (and also involve the Chair, External Examiner and Secretary of the Board where necessary/possible) before the formal meeting commences. Again, due to the Covid-19 pandemic, these meetings may have to be held virtually via platforms such as Zoom or Teams.  This meeting should be used to discuss the following areas: | | |
| **Pre-meeting with Programme Director, and where possible/necessary the Exam Board Chair and Secretary** |  | **Comments** |
| Has there been an internal pre-meeting of the Board to discuss any difficult cases and agree recommendations for each student?  *Note: a pre-meeting is not an essential requirement but should take place where necessary to ensure that the formal board is provided with clear information about each student and any marking issues have been resolved.* | **Yes/No** |  |
| Are special circumstances dealt with appropriately and in-line with University requirements? | **Yes/No** |  |
| Have all members of staff (including part-time staff) involved in the assessment for the programme been invited to attend the Board? | **Yes/No** |  |
| **Marking and moderation** |  |  |
| What % samples of course work for each unit has the External Examiner received for the programme and is this appropriate/adequate?(*check with External Examiner and Partner Organisation)* | **Yes/No** |  |
| What % sample of dissertations was sent to the external examiner and is this appropriate/ adequate? | **Yes/No** |  |
| Where appropriate, is there a clear double marking policy? | **Yes/No** |  |
| What % of work is double marked? |  |  |
| Where appropriate, is there a moderation process in place and if so how does this work? *(The moderation process may be the double marking process)* | **Yes/No** |  |
| How are students’ results published and is this appropriate and in-line with University requirements? | **Yes/No** |  |
| How does the Partner ensure confidentiality in the storing of student records? |  |  |
| Are formal minutes of the proceedings of Board of Examiners meetings taken which includes the names of people present, notes on deliberations and a record of the decisions taken?  *Such records should be available for consultation by the Partner Organisation and University for example, in the case of a student appeal*. | **Yes/No** |  |

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| **Examination Board Observation**  Please note that the Collaborative Academic Adviser normally attends the Examination Board as an Observer/Adviser and as such should not be treated as a full member of the Board. The Adviser may be consulted about matters relating to requirements and regulations of the University of Manchester before the Board where possible, and during the Board where particular queries or issues arise. The Adviser should not participate in any discussions regarding student marks.  The following areas should be considered by the Academic Adviser as part of their observation of the Board: | | |
| **Examination Board** |  | **Comments** |
| Is the Board quorate? | **Yes/No** |  |
| Does the Board consider each student award individually? | **Yes/No** |  |
| Are oral comments about individual student marks/classifications objective and derived solely from the written information present at the meeting? | **Yes/No** |  |
| Is the Board conducted with due regard for student confidentiality | **Yes/No** |  |
| Are all staff aware that discussions at the Board are confidential? | **Yes/No** |  |
| Are all decisions taken in line with University and Partner Organisation regulations? | **Yes/No** |  |
| Does the anonymised exam grid include the following information:  Full title of the Partner Organisation and the programme title  Students identified by rank number (preferred method) or registration number;  All unit marks for the award, indicating unit name, level and credit, and any awards for AP(E)L;  Clear indication of whether the student has passed, failed or been referred or deferred;  Clear indication of the final degree awarded, including its classification and where any distinctions have also been awarded. | **Yes/No** |  |
| **Yes/No** |
| **Yes/No** |
| **Yes/No** |
| **Yes/No** |
| Has the Board been provided with comprehensive recommendations from a special circumstances committee or equivalent to inform decisions on individual cases? | **Yes/No** |  |
| Is each approved anonymised examination grid clearly signed by the Internal and External Examiner before the meeting is closed? | **Yes/No** |  |
| Once the board has finished was a named version of the grid provided to the board and signed by the Internal and External Examiner?  If the meeting is being held virtually, how are the signatures of the Internal and External Examiner(s) being sought? | **Yes/No** |  |
| Is there a clear process in place for how comments from the External Examiner will be followed up internally by the Partner Organisation? | **Yes/No** |  |
| **General comments/feedback** | | |

It is recommended that a short feedback session takes place between the Collaborative Academic Adviser and the Chair of the Board following the formal meeting. The purpose of the meeting is for the Adviser to feedback the main outcomes from the observation and discuss any particular issues or concerns.

#### The Adviser should include the outcomes of the observation in the annual review report and highlight any areas of good practice and recommendations for improvement.

**Please complete and forward (via email) to:** [**Lisa.Carter@manchester.ac.uk**](mailto:Lisa.Carter@manchester.ac.uk)

January 2021