

## SECTION 7

### ASSESSMENT PANELS AND AWARDS BOARD<sup>47</sup>

#### (A) Introduction

- 7.1 Anglia Ruskin University operates a two-tiered assessment process for its undergraduate and postgraduate courses.
- 7.2 Decisions on the outcome of all assessment processes, whether for an individual or group of students, are made by:
- a formally constituted Departmental Assessment Panel (DAP) established by the Senate (for the approval of module results), attended by one or more external examiners, and reporting to the Anglia Ruskin Awards Boards;
  - the formally constituted Anglia Ruskin Awards Board established by the Senate (for the determination of award outcomes), also attended by external examiners, and reporting to the Senate.
- 7.3 The constitutions of the DAPs and the Anglia Ruskin Awards Boards are set out in the following Regulations and in the *Constitution of the Senate and its Standing Committees* document available at [www.anglia.ac.uk/constitution](http://www.anglia.ac.uk/constitution).
- 7.4 The Anglia Ruskin Awards Board delegates to a single Anglia Ruskin Mitigation Panel responsibility for considering all claims for mitigation submitted under the appropriate Regulations and for determining the outcome in all cases.
- 7.5 The Anglia Ruskin Awards Board delegates to a single Faculty Student Review Subcommittee responsibility for reviewing the academic progress of all students registered in the Faculty and for making recommendations to the Anglia Ruskin Awards Boards on student continuation, progression and the conferment of awards.

#### (B) Departmental Assessment Panels (DAPs)

- 7.6 The terms of reference for DAPs are:
- to ensure that appropriate academic standards are set for all assessed work for modules within their remit (including consideration of mean marks, standard deviation, and comparisons with student achievement in previous years and/or assessment periods);
  - to consider and approve assessment marks;
  - to consider the appropriateness of mark ranges in the context of anticipated or normative mark standards and to moderate where appropriate;
  - to consider and approve module results and the award of the associated credit;
  - to determine for a student who has failed a module at the first attempt the form and timing of re-assessment on the following basis:

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<sup>47</sup> Reference to the Anglia Ruskin Awards Board should be taken to include a Professional Awards Board

**either** (a) the form of re-assessment is normally a resit of the failed elements. Exceptionally, an alternative method of re-assessment is provided (eg where the original method of assessment can no longer be repeated for an individual student);

**or** (b) the re-assessment is undertaken after further attendance (where deemed necessary in view of the subject area e.g. laboratory work for a science-based subject);

- to identify those modules for which incomplete marks have been submitted for referral to the Dean of Faculty for action, where appropriate;
- to consider any matters referred to the Departmental Assessment Panel by the Vice-Chancellor (or nominee) or the Senate;
- to ensure that decisions on module results are accurately recorded and are available to the appropriate Faculty Student Review Subcommittee and to the Anglia Ruskin Awards Board.

7.7 The constitution<sup>48</sup> for DAPs is:

- The Head of Department responsible for the modules under consideration [Chair];
- The Module Leader for each module under consideration or a named substitute with authority to speak on behalf of the Module Leader;
- Deputy Head(s) of Department;
- External Examiner(s) appointed by the Senate;
- Representatives from Associate Colleges which deliver a curriculum under a franchise arrangement (see the *Senate Code of Practice on Collaborative Provision*, available at [www.anglia.ac.uk/codes](http://www.anglia.ac.uk/codes)) that is not delivered at Anglia Ruskin's main campuses;
- Representatives from other UK Associate Colleges, where appropriate;
- Specified, practice-based internal assessors, where appropriate.

7.8 The quorum for meetings of DAPs is 50% of the Module Leaders (or their named substitute) whose modules are under consideration. The following members must attend for the decisions of a meeting to be valid unless unforeseen circumstances exceptionally prevent attendance, in which case appropriate alternative arrangements should be made provided the circumstances arise a sufficient time in advance of the meeting:

- The Head of Department responsible for the modules under consideration;
- At least one of the External Examiner(s) appointed by the Senate.

7.9 The Academic Registry provides an Executive Secretary to all DAPs.

7.10 DAPs meet before the Faculty Student Review Subcommittees and the Anglia Ruskin Awards Boards.

7.11 In assessment periods when the volume of business for any individual DAP is significantly low (eg: the Semester/Trimester 2 resit period), the Academic Registry, in consultation with the relevant Faculty, may convene two or more DAPs from the same Faculty at the same time in the format of a 'Joint DAP' meeting. Amendments to the constitution of the DAP to accommodate this arrangement (ensuring appropriate representation from the relevant Anglia Ruskin Departments and external examiner engagement) are held by the Academic Registry.

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<sup>48</sup> Where the Senate has approved the establishment of separate DAPs for collaborative provision at certain Associate Colleges, the constitution of the DAP will vary appropriately (see *Senate Code of Practice on Collaborative Provision* at [www.anglia.ac.uk/codes](http://www.anglia.ac.uk/codes))

7.12 On occasion, the DAP receives a report from a sub-group of the DAP convened since the DAP's last formal meeting to consider the outcomes of placement assessment. The DAP is required to consider and ratify the module outcomes in the normal way noting that re-assessment is already underway following the deliberations of the sub-group (see Regulations 6.89 - 6.90).

### **(C) The Anglia Ruskin Mitigation Panel**

7.13 The Anglia Ruskin Mitigation Panel is a subcommittee of the Anglia Ruskin Awards Board with delegated responsibility to consider all claims for mitigation.

7.14 The Anglia Ruskin Mitigation Panel's term of reference is to consider all claims for mitigation and to determine the outcome in all cases in accordance with the Regulations governing mitigation.

7.15 The constitution for the Anglia Ruskin Mitigation Panel is:

- Academic Registrar Chair;
- Two representatives from each Faculty from Deputy Deans and Directors of Studies (including Assistant/Deputy Directors of Studies);
- Director of Student Services (or nominee).

7.16 The quorum for meetings of the Anglia Ruskin Mitigation Panel is six members which must include at least one representative from each Faculty.

7.17 The Academic Registry provides an Executive Secretary to the Anglia Ruskin Mitigation Panel.

7.18 The Anglia Ruskin Mitigation Panel meets before DAPs and the Faculty Student Review Subcommittees.

### **(D) Faculty Student Review Subcommittees**

7.19 Each Faculty Student Review Subcommittee is a subcommittee of the Anglia Ruskin Awards Board with delegated responsibility to review student academic progress and to make recommendations on an individual basis on student continuation/discontinuation, progression and eligibility for the conferment of an award<sup>49</sup>.

7.20 The terms of reference for Faculty Student Review Subcommittees are:

- to review the academic achievement of all students registered within the Faculty;
- to recommend to the Anglia Ruskin Awards Board that compensation for a failed module(s) is applied on an individual student basis in accordance with Regulations 6.91 - 6.98;

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<sup>49</sup> Prior to each meeting of the Faculty Student Review Subcommittee, Faculties may choose to undertake the process of Course Group Review where detailed preparatory work for submission to the Faculty Student Review Subcommittee is carried out

- to recommend to the Anglia Ruskin Awards Board that an individual student who has failed a module at the first attempt should be required to undertake the method of re-assessment, as agreed by the DAP, following further tuition. Such decisions are made where, in the opinion of the Subcommittee, the student's performance to date suggests that the likelihood of successful retrieval of first attempt failure in the module(s) concerned without further tuition is low<sup>50</sup>. These recommendations are subject to the limits prescribed in Regulation 2.28;
- to identify those students who, having failed a module after re-assessment, are permitted under Regulations 6.80 - 6.88 to re-take the same module or take a replacement module within the limits prescribed in Regulations 6.86 and 6.87;
- to recommend to the Anglia Ruskin Awards Board, in cases where the total volume of module re-assessment for an individual student (as proposed by each DAP) is excessive, a revised schedule of (re)assessment in terms of timing, form and attendance requirements, in order to ensure that an individual student's assessment load in any one assessment period is reasonable and appropriate;
- to recommend to the Anglia Ruskin Awards Board a formal progression decision for each student (where appropriate – see Sections 8(A) and 8(B) below);
- to recommend to the Anglia Ruskin Awards Board, for those students who are not considered under Anglia Ruskin's progression scheme (see Sections 8(A) and 8(B)), the discontinuation of students who have exceeded the volume of retake/replacement modules prescribed in Regulations 6.86 and 6.87;
- to recommend to the Anglia Ruskin Awards Board cases where a Deputy Head of Department has provisionally approved the transfer of a student's registration from one course to another course (not necessarily within the Faculty) and for which any conditions of transfer have been met; to recommend the transfer of credit and associated marks or grades and; **not** to recommend the conferment of any award in such cases, even if the credit requirements of the original intended award (or any associated intermediate award) have been satisfied (see Regulations 8.35 - 8.39).

7.21 In making the above recommendations, the Subcommittee takes account of the following:

- all module results;
- cases where a student is eligible for compensation; *[NB: Approval of compensation is the responsibility of the Anglia Ruskin Awards Board]*
- cases where marks have been annulled as a result of successful mitigation;
- cases where, after mitigation and compensation have been taken into account, a student has too many re-assessments outstanding to proceed immediately to new learning;
- student intermissions;
- the outcome of any disciplinary process on an academic, professional or personal matter;
- student withdrawals;
- cases where a student is likely to withdraw through persistent non-attendance or is required to do so for this reason. Students in this category are not referred to the Awards Board (as withdrawal is not an outcome of the assessment process – see Regulation 2.32) but the appropriate withdrawal process is completed.

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<sup>50</sup> A student is entitled to request to undertake further tuition prior to undertaking the re-assessment in a module where it has not been explicitly required by the DAP or Faculty Student Review Subcommittee

7.22 The constitution for Faculty Student Review Subcommittees is:

- Deputy Dean (or nominee); Chair
- All Deputy Heads of Department within the Faculty;
- Faculty Director(s) of Studies;
- An External Examiner(s), if required by a PSRB.

7.23 The quorum for meetings of Faculty Student Review Subcommittees is either one third of the total membership or four members, whichever is the greater. The following members must attend for the decisions of a meeting to be valid unless unforeseen circumstances exceptionally prevent attendance, in which case appropriate alternative arrangements should be made provided the circumstances arise a sufficient time in advance of the meeting:

- Deputy Dean (or nominee);
- A Director of Studies from the Faculty;
- An External Examiner(s), if required by a PSRB.

7.24 The Academic Registry provides an Executive Secretary to all Faculty Student Review Subcommittees.

7.25 Faculty Student Review Subcommittees meet before the Anglia Ruskin Awards Board and after DAPs and the Anglia Ruskin Mitigation Panel.

#### **(E) The Anglia Ruskin Awards Board**

7.26 The terms of reference for the Anglia Ruskin Award Board are:

- to receive the approved module results and the award of the associated credit for all students registered at Anglia Ruskin University;
- to consider recommendations from the Faculty Student Review Subcommittee on the application of compensation for a failed module on an individual student basis;
- to consider recommendations from the Faculty Student Review Subcommittee concerning the re-assessment of individual students and the total volume of re-assessment for such students;
- to consider, approve and, exceptionally, modify recommendations from the Faculty Student Review Subcommittee on the formal progression decision for each student (where appropriate – see Sections 8(A) and 8(B) below) and the continuation or discontinuation of each student registered at Anglia Ruskin;
- exceptionally, on the recommendation of the Chair of the Anglia Ruskin Mitigation Panel, to consider any issue referred by the Anglia Ruskin Mitigation Panel;
- to assess whether students are eligible for an award and to recommend to the Senate the conferment of such awards, with the appropriate classifications if applicable;
- to assess, where appropriate, whether students have demonstrated competence to practise and to advise the Faculty Director(s) of Studies whether such students should be recommended by Anglia Ruskin University to a PSRB for inclusion on the appropriate professional register;

- to consider, on the recommendation of the relevant Faculty Student Review Subcommittee, cases where a Deputy Head of Department has provisionally approved the transfer of a student's registration from one course to another course (not necessarily within the Faculty) and for which any conditions of transfer have been met, including the approval of the transfer of credit and associated marks or grades (in accordance with Regulations 8.35 - 8.39). In such cases, the Anglia Ruskin Awards Board does **not** confer any award, even if the credit requirements of the original intended award (or any associated intermediate award) have been satisfied;
- to consider any matters referred to the Anglia Ruskin Awards Board by the Vice-Chancellor (or nominee) or the Senate.

7.27 The constitution for the Anglia Ruskin Awards Board is:

- Deputy Vice-Chancellor (Education); Chair
- Academic Registrar Vice Chair
- All Pro-Vice-Chancellors and Deans of Faculty (or a Deputy Dean from within the Faculty);
- The Chair of the Anglia Ruskin Mitigation Panel;
- One Director of Studies from each Faculty;
- One representative from any UK Associate College operating under a validation arrangement (see the *Senate Code of Practice on Collaborative Provision*, available at [www.anglia.ac.uk/codes](http://www.anglia.ac.uk/codes));
- At least three External Examiners, appointed by the Senate on the recommendation of the Deputy Vice-Chancellor (Education) from among the external examiners appointed to membership of DAPs.

7.28 The following have the right to attend meetings of the Anglia Ruskin Awards Board but **not** to vote:

- Director of Student Services (or nominee);
- Clinical/Agency Personnel Practice teachers, where appropriate.

7.29 The quorum for meetings of the Anglia Ruskin Awards Board is eight members who must include one representative from each Faculty and at least one external examiner.

7.30 The Academic Registry provides an Executive Secretary to the Anglia Ruskin Awards Board.

7.31 The Anglia Ruskin Awards Board meets after DAPs, the Anglia Ruskin Mitigation Panel and Faculty Student Review Subcommittees.

## (F) External Examiners

7.32 External examiners are appointed by, and are responsible to, the Senate as the body which authorises conferment of Anglia Ruskin awards and to the Vice-Chancellor as Chair of the Senate.

7.33 No award of Anglia Ruskin University is conferred without the participation in the assessment process of at least one of the external examiners appointed to membership of the Anglia Ruskin Awards Board. This requirement includes the conferment of any award recommended under Chair's Action (see the Regulations governing delegation of authority).

- 7.34 At least one external examiner is appointed to full membership of each DAP. Membership of the Anglia Ruskin Awards Board includes three external examiners appointed by the Senate. Additional external examiners may be appointed to ensure that the subject areas for which a DAP is responsible are adequately covered by the subject expertise of the external examiners and/or to satisfy the requirements of a PSRB.
- 7.35 External examiners who are appointed to membership of the Anglia Ruskin Awards Board are required to endorse the results of the assessment process leading to the conferment of an award by appending their signature to the results documentation presented at those meetings which they attend. An external examiner who exceptionally does not wish to endorse the results, either in general or for a particular student, is required to give his/her reasons in a separate written report to the Academic Registrar in accordance with the *Senate Code of Practice on External Examiners for Taught Courses* (available at [www.anglia.ac.uk/codes](http://www.anglia.ac.uk/codes)).
- 7.36 Policies and procedures for the detailed implementation of Anglia Ruskin University's external examining system and its fulfilment of national requirements and expectations are set out in the *Senate Code of Practice on External Examiners for Taught Courses* which has been designed to complement these Academic Regulations and to be read in conjunction with them.

#### **(G) Delegation of Responsibility (Chair's Action)**

- 7.37 A DAP or the Anglia Ruskin Awards Board may delegate its responsibilities to the respective Chair in relation to recommendations concerning an individual student(s), subject to the prior approval of the external examiner(s).
- 7.38 Delegated responsibility is exercised only in exceptional cases, for example:
- to correct errors in the assessment marks and/or module results presented to a DAP;
  - to approve changes to a student's assessment marks and/or module results following an academic appeal;
  - to recommend conferment of an award in the light of the above;
  - to consider module results and/or the conferment of an award for a very small number of students where it is not practical to reconvene a DAP or the Anglia Ruskin Awards Board.