Faculty Board of Examiners Meeting

http://www.ucl.ac.uk/slms/staff-students/info/governance/fbs_be

Minutes of Meeting held on Wednesday 18th January 2012

PRESENT

Dr Tim McHugh (Chair)
Dr Dave Spratt (Co-Chair)
Dr Mona Bajaj-Elliott
Dr Bambos Charalambous
Dr Brenda Cross
Dr Edith Chan (Deputy for Prof D Selwood)
Prof Pete Delves
Dr George Grimble
Dr Kurinchi Gurusamy (Deputy for Prof B Davidson)
Dr Joyce Harper
Dr Marilena Loizidou (and Deputy for Prof A Seifalian)
Dr Vivek Mudera (and Deputy for Prof D Marsh)
Dr Sioban SenGupta
Ms Harriet Shannon (Deputy for Prof J Stocks)
Ms Jitlekha Teerajarmorn (Deputy for Dr R Chatterjee)

Committee Secretary: Ms Susan Beesley

1. APOLOGIES

Apologies were received from Dr Richard Gilson, Dr Chris Louca and Dr Angie Wade

2. TERMS OF REFERENCE AND MEMBERSHIP (Appendix 1)

It was noted that the ToR will be changed to reflect that this committee is for both the Faculty of Medical Sciences and the Faculty of Population Health Sciences. However, by the time this committee reconvenes in January 2013, it is likely the membership will be for the Faculty of Medical Sciences only as it is intended the Faculty of Population Health Sciences will have its own committee structure in place at that time.

It was noted that this committee now also includes the Faculty of Medical Sciences undergraduate MBBS and iBScs.

3. TO RECEIVE THE MINUTES OF THE LAST MEETING. (Appendix 2)

The Minutes of the last meeting held on 18th January 2011 were confirmed as a true record by the committee members.

4. ACTION POINTS AND MATTERS ARISING FROM THE MINUTES

Training Session on the preparation and running of BoE meetings

The Faculty held an open meeting on 9th September 2011, and attendees found the session helpful. It was agreed a session in September 2012 will be arranged. **Action:** Tim McHugh/Dave Spratt

Vivas and ownership of projects

It was agreed that it would be useful to document anonymous and confidential case histories.

Action: Tim McHugh/Dave Spratt

Borderline case regulations
The Chair confirmed the regulations for borderline cases were now available as *Appendix 19* of the Regulations for Boards of Examiners for Taught Programmes.

Moodle MCQs
Dr Alison Sturrock (Clinical Senior Lecturer, ACME) confirmed that negative marking, or confidence marking is not recommended, and these formats had been removed from the MBBS programme. The reason for this is that they discriminate against female students who are generally more cautious than male students.

Release of results
The Chair highlighted the importance that students understand that the marks given by Departments are pending formal UCL ratification, and only after ratification will official results be released through Portico and subsequent issue of certificates and transcripts.

Student Prize
Dr Spratt reported that the issue of a Student Prize to celebrate success in all taught and research courses had been discussed with the Prof Patrick Maxwell, who was very supportive and agreed to fund an event for the Faculty of Medical Sciences. It is proposed that there will be one prize for PGT, PGR and iBSc, with each Division nominating one student for each category. It is expected the inaugural event will be held early in the 2012/13 session, though entry criteria and event details required further discussion.

5. MATTERS FOR FORMAL APPROVAL

The Chair confirmed that this Committee is expected to receive Final Board of Examiners Minutes; Chairs Annual Reports and External Examiners Reports from each active taught programme within the Faculty.

5.4 External & Internal Examiners

The Committee received a list of External Examiners nominations that had been approved by Faculty since January 2011 (Appendix 3)

The Committee received a list of internal and external examiners for each programme for the 2011-2012 academic year (Appendix 4)

5.1 Minutes of Boards of Examiners meetings

The Committee received 41 sets of Minutes out of 45

5.2 External Examiners' Reports

The Committee received 46 External examiners reports

5.3 Chairs' Annual Reports

The Committee received 39 Chair's Annual Reports out of 45

The Chair reviewed the above submitted reports[1] on behalf of the Committee members and reported the following points of generic interest or concern; and of good or bad practice:

It was noted that the majority of external examiners commented on the high standard of the programmes and students, and also on how interesting the courses were.

Cancer:
The External Examiner specifically mentioned the excellent Programme Organiser, Dr Julie Olszewski, had now been provided with administrative support.

Advanced Cardiorespiratory Physiotherapy
The BoE had discussed what marks should be given, and whether that mark should be capped when awarding *SP.AM* (Pass Subject to Specified Minor Amendments). Dr McHugh confirmed that UCL

[1] Full spread sheet of submitted documents attached.

does not cap marks and suggested that when a BoE is agreeing a *SP.AM*, the Board should also agree the mark they expect the student to attain if they complete the required amendments. The Board should have a full, minuted, discussion so that it is clear how the mark was achieved. Dr McHugh suggested the guiding principal is that a student awarded a SP.AM will not be eligible for a Merit or a Distinction, but the Board should discuss that fully. Comments regarding the amendments should be clear and not ambiguous so that the student knows exactly what is expected of them in order to attain the agreed mark.

It was noted that the MBBS does cap marks

The Board also discussed which academics should mark research projects. Dr McHugh suggested that there are normally two markers for each project, neither of which should be the project supervisor. However, if it is necessary for the supervisor to mark the project, the mark they award should be weighted less than the independent marker. It was also suggested that markers should be provided with some sort of proforma so that all markers were working to the same scheme of award.

The External Examiner had noted the standard of marking had improved and there was greater parity between markers.

Biomedicine

It was noted that the External Examiner had made a large number of comments about the administration processes of the programme. This was a new examiner who had different expectations from previous examiners. Dr McHugh reminded committee members of the need to engage fully with new examiners and ascertain their expectations at an early stage. It was noted as good practice that this programme appoints a new examiner a year earlier so there is an overlap with the previous examiner.

Child & Adolescent Mental Health

Dr McHugh noted the limited number of Board members for this programme, which could cause problems in terms of the Board being quorate at the final award meeting. Dr McHugh confirmed the awarding BoE meeting must include: the Chair; 3 internal examiners and the external examiners. Dr McHugh suggested that if the programme does not have a sufficient number of members to make the BoE quorate, then it is unlikely there are sufficient people to run the course.

Dr McHugh confirmed that all future final BoE meetings should be quorate or they will not be permitted to convene.

Clinical & Applied Paediatric Neuropsychology

The Chair noted that the average mark for a clinical based module was quite low and suggested that if programmes are running a module that is particularly biased to a cohort (9 in this case, clinically qualified students), it is important that the mode of assessment does not disadvantage any students.

Paediatric s & Child Health

Dr McHugh noted there had been discussion on the marking scheme and confirmed that programme Schemes of Award (Marking Scheme) are meant to be available to everyone at the final BoE meeting and it is particularly important to ensure the External Examiner receives a copy.

Advanced Aesthetic Dentistry

Dr Mchugh noted the large number of deferrals (about 60%) for the viva assessment. Faculty and the External Examiner agreed the number was too high and the programme were going to address the issue.

Conservative Dentistry

It was noted that the External Examiner felt there was an imbalance in the distribution of marks and this had been addressed by the programme committee.

Implant Dent
The External Examiner suggested the programme review teaching and assessment training for lecturers as part of their personal development.

Dr McHugh confirmed that Faculty had arranged with CALT a series of lunchtime training sessions on teaching and learning and encouraged all to attend.

Infection & Immunity
Dr McHugh noted that a student had a merit declined because they had registered in 2009. Dr McHugh reported that at the Faculty Teaching & Research Committee in December 2011 programmes had been asked to submit details of all students that had been affected by the unclear regulations regarding merits and Faculty would raise the matter with UCLBE.

Medical Education
Dr McHugh reported that the External Examiner had misunderstood the regulations on condonement, and confirmed that a mark can be condoned for a Certificate. However, a condoned mark is not an automatic right for student, but is at the discretion of the BoE.

Clinical & Experimental Medicine
It was noted that the BoE agreed to scale the marks for a module where the marks had been low across the board, however the External Examiner and Faculty rep had raised concerns about this decision. The Board agreed to address the reason for the low marks.

Clinical & Public Health Nutrition
Dr McHugh noted the External Examiners good practice suggestion of a statement from the student at start of their dissertation confirming what work they had done themselves.

It was also noted that one of the External Examiners had suggested the introduction of vivas. However, Dr McHugh confirmed UCL's policy on moving away from viva's, and if the programme wished to introduce them they would have to make a strong case to do so.

Musculoskeletal Science
It was noted that the distance learning students have an MCQ examination whilst the local students have to write essays and short answer questions. Dr McHugh suggested that all students should undertake the same mode of assessment regardless of their mode of study. The programme organiser confirmed the programme will be reviewing the forms of assessment to ensure parity in the mode of assessment.

Nanotechnology and Regenerative Medicine
Dr McHugh reported that as no Faculty representative had been invited to the final BoE meeting the award sheets were not approved by Faculty until the BoE Minutes had been received. It was likely that this had affected students with the delay in release of awards.

Sports Medicine, Exercise and Health
No Faculty representative had been invited to the Final BoE and this was dealt with in the same manner as for the Nanotechnology & Regenerative Medicine programme (above).

Dr McHugh reported the External Examiners comments regarding the English proficiency of some students and suggested programmes should be very cautious about letting students on to courses whose English is poor, and should think carefully about what level of English is appropriate for the programme. Dr McHugh confirmed that once a student is accepted on to a programme it is beholden on the programme to ensure that the student is supported to ensure their English comes to a standard.

Surgical Science
It was noted that for 2010/11 this programme was under the Faculty of Life Sciences and as such all documentation has been submitted through the Life Sciences Faculty Board.

Dr McHugh reported that across both the Faculty of Medical Sciences and the Faculty of Population Health Sciences, 106 Distinctions had been awarded and 133 Merits, with the MBBS awarding 45 Distinctions and 42 Merits.

Dr McHugh highlighted the point that the Chair of Programme BoEs has to be a UCL employee, or hold a UCL honorary contract. If the Chair does not hold such a contract, an external examiner can not be appointed to the programme, as this is now all done through Portico and is linked to the Programme Chair. Dr McHugh suggested applicable Chairs check that their honorary contracts are still current.

Extenuating Circumstances

Dr McHugh confirmed that a confidential extenuating circumstances pre-meeting should include the Chair of BoE, and may or may not include the External Examiner and the Faculty representative, but should include other members of the BoE that are relevant i.e. module tutors or tutor for student. The minutes from the pre-meeting should be kept with programme records within the Division and are not shared with the rest of the BoE members. The only information passed to the Board is the extenuating circumstances score that is assigned to the student.

6. ANY OTHER BUSINESS

None raised

7. DATE OF NEXT MEETING

January 2013 to be confirmed

MINUTES APPROVED

Sign: _____

Name: _____

Date: _____

Copy of Minutes to:
Ms Irenie Morley for College Board of Examiners

SUMMARY OF ACTION POINTS

Status:

(C = Complete, P = in Pending, O = Ongoing, U = Unknown, to be followed up)

Comm Date:	Agenda Item:	Action:	Action By:	Status:
18/01/11	**4 Action Points And Matters Arising From The Minutes:** Preparation & running of BoEs	Circulate the link to the BoE meeting preparation document	Susan Beesley	C
		Arrange another training session prior to start of 2011/12 session	Tim McHugh / Dave Spratt	
	5 Matters for Formal Approval: Clinical/Applied Paed. Neuropsy.	Check documentation submitted for changes to assessments	Susan Beesley	C
	Ear Institute	Check and circulate the procedure for nominating External Examiners	Susan Beesley	C
	Conservative Dentistry	Draft document on regulations for dealing with cases of plagiarism	Tim McHugh / Dave Spratt	C
	Paediatric Dentistry	Resubmit Chairs Annual Report	Paul Ashley	C
	Haemaglobinopathy	Circulate Medical Mycology Framework document	Tim McHugh	C
		Obtain from UCLBE guidance on Borderline cases	Susan Beesley	C
	5.4 External & Internal Examiners	Check list of External Examiners is correct	Chairs of BoEs	C
	6 Distinction Awards	Report number of Distinctions awarded	Susan Beesley	C
	7 Scheduling of BoEs	Report to Faculty if unable to hold BoE before end October	Chairs of BoEs	C
	8 Matters to Note: UCLBE Response to EE	Check UCLBE response to External Examiner has been conveyed by the Chair of the BoE to the EE	Susan Beesley	C
	9 AoB: Moodle MCQ	Contact Allison Sturrock for advice on forms of assessment and negative marking	Elizabeth Carrey	C
	Results	Contact Registry for current practice on informing students of results	Susan Beesley	C
18/1/11	Student Prize	Raise with Faculty Dean	Tim McHugh	O
18/1/11 & 18/1/12	Periodontology	Vivas and ownership of piece of work. Collate series of case histories	Susan Beesley/ Tim McHugh / Dave Spratt	
18/1/12	Action Points & Matters Arising	Arrange BoE training session prior to start of 2012/12 session	Susan Beesley/ Tim McHugh / Dave Spratt	

Faculty of Medical Sciences & Faculty of Population Health Sciences
2010-11 Session

Faculty	Division	Programme Title	programmetype	chair	Awards		Minutes of Final Board (10-11 session)	Chairs Annual Report (10-11 session)	Internal Board of Examiners List (11-12 Session)	External Examiners Report (10-11 session)	External Examiner Nominations (11-12 Session)	Comments
					Distinctions	Merits				Documents obtained from from Irenie Morley		
Medical Sciences	Eastman	Advanced Aesthetic Dentistry	Cert	Dedi, Dr. Konstantina	n/a	n/a	Yes	Yes	Yes			
Population Health	Child Health	Advanced Cardiorespiratory Physiotherapy	MSc, Cert	Stocks, Professor Janet	2	5			Yes	Yes		
Population Health	Child Health	Biomedicine	MRes	Emery, Vince	6	3	Yes	Yes	Yes	Yes	Yes	
Medical Sciences	Cancer	Cancer	MSc	Hartley, Prof John	4	8	Yes		Yes	Yes		
Population Health	Child Health	Cell & Gene Therapy	MSc, Dip, Cert	Gasper, Prof Bobby	n/a	n/a	n/a	n/a	Yes	n/a		New programme for 2011/12
Population Health	Child Health	Child & Adolescent Mental Health	MSc	Skuse, Prof David	n/a	n/a	n/a	n/a	Yes	n/a		New programme for 2011/12
Population Health	Child Health	Clinical & Applied Paediatric Neuropsychology	MSc. Dip	Rankin, Peter	0	6	Yes	Yes	Yes	Yes		
Medical Sciences	Medicine	Clinical & Experimental Medicine	MSc, MRes, Dip	Stewart, Prof Gordon	5	7	Yes	Yes	Yes	Yes		
Medical Sciences	Medicine	Clinical & Public Health Nutrition	MSc	Stewart, Prof Gordon	7	4	Yes	Yes	Yes	Yes	Yes	
Medical Sciences	Infection & Immunity	Clinical Biochemistry	MSc	Rumsby, Dr G	2	6	Yes	Yes	Yes			
Medical Sciences	Eastman	Conservative Dentistry	MSc	Tredwin, Mr. Chris	2	1	Yes	Yes	Yes	Yes		
Population Health	Population Health	Dental Public Health	MSc	Watt, Prof Richard	2	3	Yes	Yes	Yes	Yes		
Medical Sciences	Eastman	Dental Sedation and Pain Management	Cert	Roelofse, Prof James	n/a	n/a	Yes	Yes	Yes	Yes	Yes	
Medical Sciences	Wolfson	Drug Design	MSc, Dip	Selwood, David	2	2			Yes	Yes		
Medical Sciences	Eastman	Endodontics	Cert	Gulabivala, Mr K	n/a	n/a	Yes	Yes	Yes	Yes		
Medical Sciences	Eastman	Endodontics & Endotontology	MSc & MClinDent	Gulabivala, Mr K	6	1	Yes	Yes	Yes	Yes		
Medical Sciences	Surgery	Evidenced-based Healthcare	MSc,Dip, Cert	Davidson, Prof Brian					Yes			
Population Health	Child Health	Global Health & Development + International Child Health + International Health (Erasmus Mundus)	MSc, Dip, Cert	Hesketh, Dr Therese	5	19	Yes	Yes	Yes	Yes		
Population Health	Women's Health	Haemaglobinopathy	MSc, Dip, Cert	Chatterjee, Dr Ratna	1	2	Yes	Yes	Yes			
Population Health	Population Health	Health & Medical Sciences	MSC, Dip, Cert	Kalra, Prof Dipak	n/a	n/a	n/a	n/a	Yes	n/a		New programme for 2011/12
Population Health	Population Health	Health & Society: Social Epidemiology	MSc	Pikhart, Dr Hynek	4	7	Yes	Yes	Yes	Yes		
Population Health	Population Health	Health Informatics	MSc, Dip, Cert	Kalra, Dr Dipak	0	2	Yes	Yes	Yes	Yes		
Population Health	Population Health	Health Psychology	MSc	Steptoe, Dr Andrew	6	15	Yes	Yes	Yes	Yes	yes	
Medical Sciences	Infection & Immunity	Healthcare Associated Infection Control	MSc	Cookson, Prof Barry	n/a	n/a	n/a	n/a	Yes	n/a		New programme for 2011/12
Medical Sciences	Eastman	Implant Dentistry	Dip	Patel, Dev			Yes	Yes	Yes	Yes		
Medical Sciences	Infection & Immunity	Infection & Immunity	MSc, Dip	Charalambous, Dr Bambos	5	9	Yes	Yes	Yes	Yes		
Medical Sciences	UCL Medical School	International Primary Health Care	MSc, Dip	Gill, Dr Deborah	3		Yes		Yes		Yes	
Medical Sciences	UCL Medical School	MBBS		Dacre, Prof Jane	45	42	Yes	Yes	Yes	Yes		undergraduate programme
Medical Sciences	UCL Medical School	Medical Education	Cert, MSc, Dip	Cartledge, Dr Jonathan	4	0	Yes	Yes	Yes	Yes		
Medical Sciences	Infection & Immunity	Medical Mycology	Dip, MSc	Kibbler, Dr Chris	0	1	Yes	Yes	Yes	Yes		
Medical Sciences	Infection & Immunity	Molecular Medicine	MSc	Delves, Peter	3	5	Yes	Yes	Yes	Yes		
Medical Sciences	Surgery	Musculoskeletal Science (and D/L)	MSc	Goodship, Prof Allen	2	4	Yes	Yes	Yes	Yes		
Medical Sciences	Surgery	Nanotechnology & Regenerative Medicine	MSc	Seifalian, Prof Alex	10	8	Yes	Yes	Yes	Yes		Faculty not invited to final BoE
Medical Sciences	Eastman	Oral and Maxillofacial Surgery (MSc) / Oral Surgery (MClinDent)	MSc	Hopper, Mr Colin			Yes	Yes	Yes	Yes		
Medical Sciences	Eastman	Oral Medicine	MSc	Fedele, Dr Stefano	2	1	Yes	Yes	Yes			
Medical Sciences	Eastman	Orthodontics	MSc, MClinDent	Cunningham, Dr Susan	4	0	Yes	Yes	Yes	Yes		
Medical Sciences	Surgery	Orthopaedics	Doc.Orth	Mudera, Dr Vivek	n/a	n/a	n/a	n/a	Yes	n/a		
Medical Sciences	Eastman	Paediatric Dentistry	Cert	Ashley, Dr Paul	n/a	n/a	Yes	Yes	Yes	Yes		
Medical Sciences	Eastman	Paediatric Dentistry	DDent	Ashley, Dr Paul	n/a	n/a	Yes	Yes	Yes	Yes		
Population Health	Child Health	Paediatrics & Child Health	MSc, Dip, Cert	Wade, Dr Angie	3	4	Yes	Yes	Yes	Yes	Yes	
Medical Sciences	Surgery	Performing Arts Medicine	MSc	Hamlyn, Mr Peter	n/a	n/a	n/a	n/a	Yes	n/a		New programme for 2011/12
Medical Sciences	Eastman	Periodontology	MClin Dent, MSc	Donos, Prof Nikos	2	2	Yes	Yes	Yes	Yes		
Population Health	Women's Health	Prenatal Genetics and Fetal Medicine & Reproductive Science & Women's Health	MSc, Dip	Harper, Dr Joyce	8	3	Yes	Yes		Yes		
Medical Sciences	Eastman	Prosthodontics	MClin Dent	McDonald, Dr Ailbhe	2	2	Yes	Yes	Yes	Yes		
Medical Sciences	Cancer	Radiation Biology	MSc	Hartley, Prof John	1	1	Yes		Yes	Yes		
Medical Sciences	Eastman	Restorative Dental Practice	MSc, Dip, Cert	Louca, Dr Chris	0	0			Yes	Yes		

Faculty of Medical Sciences & Faculty of Population Health Sciences
2010-11 Session

Faculty	Division	Programme Title	programmetype	chair	Awards		Minutes of Final Board (10-11 session)	Chairs Annual Report (10-11 session)	Internal Board of Examiners List (11-12 Session)	External Examiners Report (10-11 session)	External Examiner Nominations (11-12 Session)	Comments
					Distinctions	Merits				Documents obtained from from Irenie Morley		
Population Health	Population Health	Sexually Transmitted Infections and HIV	MSc, Dip	Gilson, Richard	1	0	Yes	Yes	Yes	Yes		
Medical Sciences	Eastman	Special Care Dentistry	Dip, Cert	Porter, Prof Stephen	0	0	Yes	Yes	Yes	Yes		
Medical Sciences	Eastman	Special Needs Dentistry	MSc	Porter, Prof Stephen	0	0	Yes	Yes	Yes			
Medical Sciences	Surgery	Sports Medicine, Exercise and Health	MSc	Hamlyn, Prof Peter	2	0	Yes	Yes	Yes	Yes		Faculty not invited to final BoE
Medical Sciences	Surgery	Surgical Science	MSc	Loizidou, Dr Marilena			*	*	Yes	Yes		* Was Life Sciences Faculty programme for 2010/11 session. Therefore submitted documents via FLS BoE
Medical Sciences	Surgery	Trauma and Orthopaedics	MSc	Marsh, Prof David	n/a	n/a	n/a	n/a	Yes	n/a		No final BoE for 2010/11, as this was only the first year of a three year course.
Medical Sciences	Surgery	Urology	MSc, Dip	Woodhouse, Prof Chris	0	2	Yes	Yes	Yes	Yes		
			TOTALS	**Graduate**	**106**	**133**	**41/45**	**39/45**	**52/53**	**46/53**	**6**	
				Undergrad/MBBS	**45**	**42**						