Faculty Board of Examiners
Terms of Reference and Membership

Membership
The members of the Faculty of Medical Sciences (FMS) & Faculty of Population Health Sciences (FPHS) Board of Examiners for taught programmes will be the Chairs of Boards of Examiners responsible for assessing taught programmes and the Faculty Tutor.

The Faculty Board of Examiners will have a Chair and a Deputy Chair.

Internal and External Examiners appointed to Boards of Examiners in the College will have the right to attend meetings of the FMS & FPHS Board of Examiners and the right to speak but not to vote at the meetings, but may be requested by the Chair of the Faculty Board of Examiners to withdraw temporarily if their nominations as examiners are the subject of discussion.

The quorum of a Faculty Board of Examiners will be one-fifth of the membership including the Chair or Deputy Chair.

Terms of Reference
The primary responsibility of the Faculty Board of Examiners is to ensure that assessment procedures within the Faculty are administered in accordance with College and programme regulations and in a proper and impartial manner. In carrying out this responsibility Faculty Graduate Boards of Examiners will meet at least once a year and undertake the following duties:

- be responsible for ensuring that Boards of Examiners are set up for every programme within the Faculty leading to an award and that Boards of Examiners are set up for any other programme for which the Faculty Board of Examiners deems this necessary and to make appropriate arrangements for the examination of programmes shared with other Faculties;
- recommend to the College Board of Examiners the External Examiners for each Board of Examiners for which the Faculty Board of Examiners is responsible;
- approve marking schemes, for each Board of Examiners for which the Faculty Board of Examiners is responsible;
- receive the Minutes of the meeting at which recommendations for the final award are made from each Board of Examiners for which the Faculty Board of Examiners is responsible;
- recommend for approval to the UCL Board of Examiners awards, including, where appropriate, the award of Honours.
- receive and consider the responses of Chairs of Boards of Examiners to External Examiner reports;
- receive reports from the Boards of Examiners of any problems related to the operation of the procedures of Boards of Examiners and of any action taken by Boards in respect of such problems;
- consider any general issues which arise from the foregoing;
- provide a summary for the UCL Board of Examiners and the Faculty of the responses made to External Examiner reports for the Boards for which it is responsible;
- report annually (via its Minutes) on its business to the College Board of Examiners and the Faculty and pass on to the UCL Board of Examiners any matters which are not Faculty-specific or which give cause for serious concern.