



UCL Academic Manual 2016-17

Chapter 4: Assessment Framework for Taught Programmes

Annex 4.3.10

Guidance for Virtual Boards of Examiners

Guidance

See Chapter 4, Section 11.2.8 for the regulations relating to Virtual Boards of Examiners.

1. The expectation is that members of Boards of Examiners will attend in person. A Virtual Board of Examiners should only be held when a face to face meeting is not possible.
2. Board members should meet in a single room on a main or overseas UCL campus. As a minimum the Chair, Deputy Chair and secretary should be in the same room.
3. The electronic means for attendance should be either by technology such as skype or videoconferencing which enable a visual connection or, under exceptional circumstances, audio only.
4. The conference platform should be tried and tested in advance. All Board members accessing as individuals should be familiar and competent with the conferencing tool. Access through other institutional sites (NHS sites in particular) can be problematic.
5. In virtual conferencing some of the usual cues for face to face meetings are missing and so an 'etiquette guide' should be shared and practised before the Board of Examiners meeting.
6. All documents should be available to Board members in a format that suits the discipline and is acceptable to them. Virtual Boards of Examiners give the opportunity for sharing of electronic documents to the whole Board in real time.
7. All participants/members attending remotely should be contacted and connected prior to the allotted start time of the meeting (not when all local staff have gathered).
8. Board members should meet remotely by circulation and correspondence only for exceptional out-of-cycle matters that may require a formal board approval prior to or after the main interim or final board.
9. It is considered good practice for the External Examiners to be given the opportunity to meet face to face with students and staff. This can be organised throughout the year for example at poster / oral presentations or other similar events.