



UCL Academic Manual

Chapter 4: Assessment Framework for Taught Programmes

Annex 4.4.5

Guidelines for Faculty Representatives at Departmental Boards of Examiners Meetings

Contact: [Academic Policy and Quality Assurance, Academic Services](#)

Guidance

1. The Faculty Representative should receive an Agenda for the meeting, Minutes of the previous meeting, a copy of the guidelines for classification used by the Board as well as mark sheets, etc.
2. The Representative should note the presence or absence of External Examiners at the Board meeting and whether they were invited to comment on proceedings. The representative should not make detailed notes on the comments of the External Examiner which may inhibit them from speaking. The External Examiner will be able to put any concerns they might have in the External Examiner's report.
3. The Representative should note all issues of procedure raised by any member of the Board and whether a decision was reached at the meeting or deferred for further consideration.
4. The Representative may be asked for advice on regulations or what might be an appropriate procedure in a particular case. The Representative may respond if he/she feels confident to do so or advise the Board to contact the Academic Services section of the Student and Registry Services.

5. The Representative may be invited to offer general comments on the proceedings at the Board meeting but, if they feel that the meeting is generally sound and unexceptional, is under no obligation to do so.
6. The Representative should prepare a brief written report, using the proforma available below and submit this to the Faculty Tutor or Faculty Graduate Tutor within a week of the Board meeting. The level of detail of the report will depend on the extent of any irregularity or problem that emerged during the meeting.
7. The Faculty Tutor/Faculty Graduate Tutor should make all the reports of the Faculty Representative(s) available to the Chair of the Faculty Board of Examiners, drawing attention to any which give cause for concern. The Faculty Tutor/Faculty Graduate Tutor should also make a general report to the Faculty Board on all reports and any action taken. Serious concerns should be referred directly to the Chair of the UCL Education Committee, or their nominee.