## UCL Logo

Annex 4.4.2: Sub Board Preparation Checklists

Updated July 2021

The following checklists are not exhaustive but should serve to remind Chairs of essential information which needs to be imparted to members of their Board of Examiners.

[Checklist 1: Prior to Sub Board: 1](#_Toc74742815)

[Checklist 2: Papers to circulate before the Sub Board meeting: 1](#_Toc74742816)

[Checklist 3: Papers to table at the Sub Board meeting: 2](#_Toc74742817)

[Checklist 4: Post Sub Board: 3](#_Toc74742818)

# Checklist 1: Prior to Sub Board:

|  |  |  |
| --- | --- | --- |
| **Extenuating Circumstances** | Arrange a pre-meeting between Faculty/ Departmental Extenuating Circumstances Panel l and Exam Board Chair and/or Administrator in order to report outcomes of Extenuating Circumstances.  If a meeting is not practicable, agree the method for disseminating outcomes of EC Panels to the Exam Board Chair and Administrator.  Where applicable, ensure that late submission penalties have been applied correctly, and extensions have been taken into account. |  |

# Checklist 2: Papers to circulate before the Sub Board meeting:

|  |  |  |
| --- | --- | --- |
| **Agenda** | Circulate the main agenda to all members  If desired, prepare a Chair’s Agenda with additional notes and prompts. |  |
| **Minutes** | Circulate the minutes of the last Full Exam Board meeting. |  |
| **Terms of Reference and Membership** | Circulate the Sub Board membership list. |  |
| **Regulations** | Circulate the Progression, Award and Classification regulations applicable to the programme.  The general UCL regulations can be found in Chapter 4 of the UCL Academic Manual:   * [*Module Assessment*](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-3-module-assessment) * [*Progression & Award (inc Condonement)*](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-progression-award) * [*Classification*](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-7-classification) * [*Classification for UG students first enrolling in 2017-18 or earlier*](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-15-classification-undergraduate) * [*Deferrals*](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-8-deferred-assessment) * [*Resits and Repeats*](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-9-consequences-failure) * [*Interim Qualifications*](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-10-interim-qualifications)   The specific regulations for the programme and year of study can be found in the Portico Progression and Award Rules Tool (go to the ‘Awards, Assessments and Achievements’ area of Portico. In the ‘Progression and Award Process’ container, select 'View Programme Progression and Award Rules'). |  |

# Checklist 3: Papers to table at the Sub Board meeting:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Suggested Portico Reports to Use:** |  |
| **Board Reports** | You may wish to include a reference list showing programme and route titles against the codes. | **Summary Progression Report**  Used to approve all students where Progression outcome is clear. If there are students that need further scrutiny at the Exam Board, the Detailed Progression and Classification Report can be consulted if required.  **Summary Classification Report**  Should be used to confirm and approve all awardswhere award and classification is clear. If the Board is considering Borderline students, the Detailed Progression and Classification Report can be consulted if required.  **Or**  Summary Classification Report with Module Results  **(As required) Detailed Progression and Classification Report**  Detailed Reports should only be used for students that require further consideration by the Exam Board. If a student is a borderline student, or if the student is failing then the detailed award or progression report should be used. Note this should not be used for a whole cohort. |  |
| **Marks to be ratified by the Exam Board** |  | **Module Marks Report** |  |

# Checklist 4: Post Sub Board:

|  |  |  |  |
| --- | --- | --- | --- |
| **Entering marks** | Please ensure all student outcomes are confirmed on Portico by the Exam Board Administrator and then approved by the Exam Board Chair**.** | Once the decisions are confirmed the records will be updated and the results released to the students. |  |