To Appoint a Chair or Deputy Chair to a Board of Examiners

Those with Faculty access can appoint a Chair or Deputy Chair to a BoE. To make or change an appointment, departments should follow the nomination and appointment process in Chapter 4 of the Academic Manual: https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-11-boards-examiners

We recommend that you ask departments to use the 'Change of Chair' form (annex 4.3.1: https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes), to capture all the information that you will need.

When you are ready to process the change:

1. Login to Portico and go to the 'Awards, Assessments and Achievements' tab.
2. In the 'Boards of Examiners' container, select the 'Appoint Chair/Deputy Chair to Board' task:

3. Find the relevant BoE, and scroll along to the 'Task' option. Click into the 'Change Chair(s)' button:
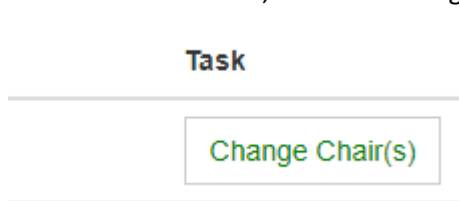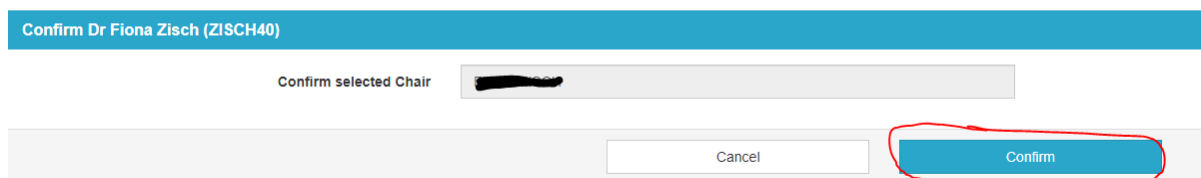

4. From the dropdown menu, choose either the Chair or Deputy Chair to change. Click 'Continue'.
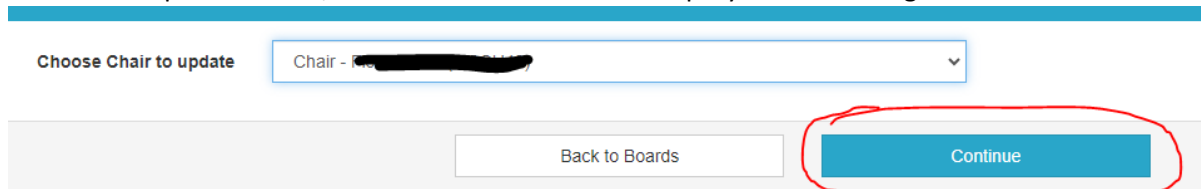
5. Enter the UPI for the New Chair/Deputy Chair. This will pull up the name of that person. Click 'continue'.
6. This will take you to the 'Confirm Decision' page, click 'Confirm':

7. If you have had to change a Chair before the outgoing Chair has provided all of their responses on Portico to External Examiner reports, please email examiners@ucl.ac.uk so that we can move the relevant tasks to the new Chair's portico in-tray.

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