

## Guidance for Boards of Examiners: Summary for UG and PGT Students

The Guidance for Boards of Examiners is a series of documents provided to support staff who are running Boards of Examiners meetings and processing marks, progression and award decisions in summer 2021. The guidance also contains information about how progression and award decisions have been taken this year as a result of the disruption caused by the pandemic and the Fair Assessment Policy and Emergency Frameworks for Assessment and Progression that were put in place. Students are welcome to access the full guidance, although the following sections are of most direct relevance:

- **Section 2:** Information about the role of Boards of Examiners and their responsibility for oversight and confirmation of marks, progress decisions and awards.
- **Section 3:** Information about how degree classifications have been calculated; for UG students, see also **Appendix K.ug.st** and for PGT students **Appendix K.gt.st** Degree classifications are calculated in a University system (BIRMS) based on the rules outlined in Appendix K. Boards of Examiners will also take into account the full profile of marks achieved to ensure that students are not disadvantaged by the exceptional situation (particularly those students who achieve 'borderline' marks).
- **Section 4:** Information about the role of the external examiner in scrutinising and endorsing the outcomes of assessment process, confirming results and progress decisions. This includes endorsement of all degree classifications, following a review of each student's mark distribution at the Board of Examiners meeting. The aim is to ensure that the University is maintaining academic standards and that students have been treated fairly and have not been disadvantaged by the pandemic disruption.
- **Section 8:** Information about how extenuating circumstances have been handled, providing additional flexibility and support for students.
- **Appendix K:** Overall summary of approach to Boards of Examiners meetings in summer 2021.