

## **Code of Practice for Pre Meetings to Boards of Examiners**

### **Introduction**

It is useful to hold preparation meetings prior to the formal meeting of Boards of Examiners. It is necessary to define the purpose and remit of those meetings so that it does not encroach on to the business, which properly belongs to the formal meeting, involving the valuable scrutiny of external examiners.

### **Alteration of Spreadsheet**

Prior to the pre meeting, the results sheets should have been checked for any input / administrative errors. These should be amended before the pre meeting. The agreed marks emanating from double-marked work should also be finalised by this stage.

### **Appropriate Matters of Business for the Pre meeting:**

- To ensure that the Course Director, Chair and Secretary are all aware of the current and applicable sets of marking schemes and which regulations apply to which cohort of students.
- To check that the Chair, Secretary and Course Director all understand how the presentation of marks (the spreadsheet) relates to marking schemes.
- To check that the formal record of the last meeting and any later Chairman's actions are available and ready for presentation to the Board
- To check that all late details from the last Board (especially Chairman's actions) has been taken account of in the current round of recommendations.
- To discuss any difficult or unusual cases in relation to the regulations so that there is time to take further advice if necessary.
- To check that all relevant marks have been input on to the spreadsheet.
- To account for any missing marks and to establish an action plan for any marks that cannot be guaranteed to be delivered.
- To ensure that the practical and domestic arrangements are in place for the formal board

### **Inappropriate matters for the pre meeting.**

To alter the mark of any student as presented on the spreadsheet for reason other than input error. Any adjustments to marks arising from advice from internal or external examiners about marking standards should be made in formal Board meeting. (This does not relate to the normal practice of two markers agreeing upon a mark for a single piece of work).