Examination Board Briefing 2024-25

Contents

Scope

This staff briefing document is for colleagues managing and supporting the upcoming Subject Exam Boards (SEBs). It is produced by the Assessment Governance team in the Directorate of Governance and Legal Services (DGLS). This document is to assist colleagues with the preparation and management of exam board business and, therefore, not intended as student focussed guidance on the exam process.

This briefing document will detail the relevant processes and regulations for the current year, but SEBs should be mindful that some students under consideration at the Board may fall under previous regulations.

Award rules held within SITS are maintained by the Data Quality Team (DQT) and reflect any amendments made to the Regulations. Each student's entry in the SEB Board report will include the regulations which apply to their progression and award.

In using this guidance SEBs should also refer to the relevant Academic Regulations and the Assessment Handbook.

The Assessment Governance team are:
Simon Hayter – Head of Academic Quality and Standards
Alice de Havillan – Academic Standards and Quality Officer
Tuija Knowles - Assessment Governance Officer

If you have any queries please do not hesitate to contact the team via the shared email: qualityandstandards@qmul.ac.uk.

Pre Examination Board

Marking

Standard marking procedures can be found in Chapter 5 of the Assessment Handbook. Complete paper trails of marking and moderation/second marking remain critical to the SEB process as these are required by external examiners, in the review/resolution of student appeals or required in case of challenge from a regulator.

SEBs are responsible for ensuring that marks are entered into MySIS by the stated deadline (see Appendix 3 for important dates.) The SEB board reports extract data from SITS, and the award/progression rules cannot be applied until all the student's marks are entered. Although SEBs are responsible for confirming module results, not all students taking a module may fall under the same Board. Therefore, it is important to avoid mark changes after the stated deadline, as these could affect the decisions of another SEB.

SEBs should be particularly mindful of joint honour students when amending marks after the deadline (where they are not the owning SEB for the programme) as the student(s) overall outcome may be affected by the amendmen. Communications between SEBs is vital to ensure no student's award/progression is affected by late mark changes. Exam Board dates are reported to DGLS and can be found on the DGLS web pages website.

External examiners

External examiners are appointed to each programme of study, or multiple cognate programmes, and are members of the Subject Examination Board. Their primary role is to ensure that the standard of Queen Mary assessment and awards are consistent with those of other UK HEIs, to ensure that all

students are treated equitably and that due consideration is given to individual student cases where necessary.

SEBs should ensure that external examiners are given sufficient time to review and confirm marking prior to the mark deadline. SEBs devise their own method of sharing sample packs and must ensure that all externals are able to access samples before the exam board. Communication with eternal examiners is key to ensuring they have a clear calendar of tasks and can raise any issues with availability in good time. Clear paper trails of relevant correspondence with the external examiner(s) must be kept as evidence of their review and approval of module marking.

Full details of the role and duties of the external examiner can be found in Chapter 8 of the [Assessment Handbook](#). SEBs are reminded that nominations for the appointment of external examiners for the 2025/26 academic year should be with DGLS by the 30th June 2025.

Extenuating Circumstances

Each SEB must hold an EC-sub-Board prior to the meeting of the full SEB to consider EC claims. School specific guidance and information in the online portal informs students that the deadline for the submission of ECs and any outstanding supporting documentation is three working days prior to this EC sub-Board meeting. A set of confidential minutes should be taken and retained for reference, as the SEB only requires a summary of recommended actions from the sub-Board.

EC sub-Boards are Chaired by a senior member of the School/Institute, such as the Senior Tutor, but they cannot be the SEB Chair. The sub-Board considers claims to determine validity and make recommendations to the SEB on any actions to be taken. SEBs are reminded that extensions cannot be granted where marking will not be completed by the mark entry deadline, this relates to all coursework and dissertations/projects.

In extreme cases the recommended outcome may require discussion at the SEB. The EC sub-Board Chair is not expected to provide specific detail unless strictly necessary; it should be sufficient for the EC sub-Board Chair to confirm the extent of ECs to the SEB without disclosing their nature.

SEBs are once again reminded of the need to communicate with each other regarding EC outcomes, where the module may be owned by the SEB but taken by a student outside of the School/Institute. This ensures that mark changes are made before the students' progression/award outcome is considered by their home School.

Potential EC outcomes for the SEB (*see Regulation 3.57*) are:
   i.   Approve a first sit.
   ii.   Approve discounting the affected element of assessment from the module mark - if it counts for no more than 20 per cent of the module mark.
   iii. Recommend a first take to the DEB.
   iv.   Recommend deferral of classification (UG only) to the DEB.
   v.   Approve the whole, or partial, removal of a late work penalty.

Late Work Penalties and Non Submission/Attendance

If an assignment requiring submission is submitted after the specified deadline it should be recorded as late and a penalty applied (*Regulation 3.48*). If a student has valid ECs then the penalty may be fully or partially waived. It is the responsibility of the SEB to ensure that all adjustments to marks for late

submission, or subsequent accepted ECs, are made in SITS and that these are reflected in the SEB Board report provided to the SEB.

As above it is important for SEBs to communicate any changes to marks made after the mark entry deadline, where these affect the mark profile of students from other Schools/Institutes.

Where an assignment is a face-to-face examination or an online assessment that doesn't permit late submission the work is marked as "0FL" (zero fail, late). Any valid EC outcome would therefore be to approve a deferred first sit at the next opportunity and recorded as "0 NA" (zero, ECs accepted).

Running SEB Reports
SEB Report generator can be accessed at https://webapps-private.its.qmul.ac.uk/seb.

SEBs should check prior that all staff who need to do so are able to log in and run reports prior to the SEB period. If relevant SEB staff do not have access, email DGLS with their details to arrange access.

The reports extract data from SITS and that data is refreshed every hour during the exam board window. It is important that SEBs run reports and check these prior to the SEB to identify students with outstanding marks, on hold due to an ongoing alleged academic misconduct investigation or to identify potential errors with the student record.

If SEBs identify any issues with the outcomes on the report – i.e. students not calculating for award/progression - these need to be resolved prior to the Board and may require the assistance of Student Records or DQT. Where assistance is required, this should be requested via a MySIS helpcall. SEBs are reminded that the onus is on the SEB to look closely at the profiles of students who have a progress code of "RVW" (review). This code means that there is an error with the student's profile which is preventing the underlying progression and award rules from being applied correctly. The SITS generated "Student Detail" report may help to identify the cause i.e. missing module selection status. If the error is something that can be fixed by DQT/Student Records prior to the S/DEB this should be raised via a help call. Where there is a fundamental issue that requires action by the S/DEB i.e. request a suspension of regulations, these remain as "RVW" and the required action noted in the SEB *Minutes* and *SEB report to the DEB*.

Both Student Records and DQT run reports following the mark deadline to undertake quality checks, therefore please do not start to run reports until the date/time stated in the calendar at the end of this document. If your SEB is to run outside of the standard exam board window, please contact DQT/Student Records, via a helpcall, in good time so that they can prepare the student record and associated data for SEB review.

Full guidance on the format and detail of the SEB reports can be found in the Assessment Handbook appendix titled 'Generating SEB Reports from MySIS'.

Useful Reports in MySIS and Training
MySIS training documents can be found under the "SIS Support and Training" tab in MySIS. These documents also provide a glossary for the various codes used in the SEB reports (see also appendix 1). Those new to SEBs or requiring refresher training can request this under the same tab in MySIS. Colleagues from DQT will run ad hoc sessions, so please ensure you provide your availability when logging the request.

SEBs are reminded that they are able to run various MySIS reports to assist with the location and updating of individual missing marks prior to the Board:

- To check for missing marks: located in the "Mark Entry Reports" section, which is located under the "Assessments" tab in MySIS
- To calculate progression/award for individual students: "Calculate Progress Codes", is located under the "Progression and Awards" tab of MySIS.
- Review of progression/award: "Progression-SEB/DEB Preparation Report" is located in the "Progression Reports" section under the "Progression and Awards" tab. This is real-time data and is used in conjunction with the "Calculate Progress Codes" so that SEBs do not have to await the SEB report refresh to confirm the outcome of any mark changes.

During the exam period, both DQT and Student Records monitor the helpdesk, closely, to prioritise SEB related queries to ensure the Board Reports are correct for the SEB.

Examination Board

Templates

DGLS reviews and updates the SEB *Agenda*, *Minutes*, *SEB Report to DEB* and *Chair's Action* templates every year and these can be found on the [DGLS webpages](). The templates also have specific guidance to assist Chairs and Secretaries with the business of the Board. The *Agenda* outlines the business that the SEB must undertake and the *Minutes* template provides a standard form of words to ensure clear and concise recording of decisions.

SEBs do not need to record the outcomes of every student and may submit copies of their SEB Board reports as appendices to their M*inutes*. The *Minutes* template and guidance identifies which students must have a formal mention in the *Minutes*.

Quoracy

Quorum for an SEB is 50% of the total membership or five members, whichever is the fewer. This shall include the Chair, and/or deputy Chair and at least one external examiner. Further details around running an SEB can be found in section 6.41 of the [Assessment Handbook]().

Reviewing module results

All SEBs follow the standard marking practices as per the Assessment Handbook and it is the role of the SEB to confirm the marks of all modules before considering the mark profiles of students. The [Power BI tool]() has considerable functionality that will help with the review of results on a student, assessment, and modular basis.

Relevant SEB colleagues should ensure they have the required permissions to access the Power BI tool.

Consideration of Student Results - Progression

The Board should consider the mark profiles of all pre-final year students, this includes:

- All students on UG programmes.
- All students on multi year PG programmes.
- All PGT students who are due to submit their dissertation/project in August/September.

The standard progression rules, as set out in the relevant edition of the Academic Regulations, apply for all programmes, both UG and PG

The SEB has the following decision-making powers for continuing students:

Approval by the SEB:

- progression outcomes
- certified absences and first sits, and other EC-related decisions
- resits

Endorsement by the SEB with recommendations for DEB approval:

- deregistration of students with or without exit awards for academic failure, e.g. where no attempts remain
- first take requests (on the basis of ECs)
- retake requests
- suspension of regulations

Consideration of Student Results – Classification

The Board should consider the performance of all final year students (UG), and all PG students in resit from a previous Board.

SEBs should be aware that there may still be variation between award rules for individual student awards. The award rules held in SITS will automatically calculate the award as per the correct version of the Regulations for individual students. If required, the 2019/20 Covid mitigations can be found in the Policy Zone, along with previous iterations of the Academic Regulations.

Some programmes have their own special regulations - as noted in Sections 6 and 7 of the Academic Regulations. Where special regulations have been approved, these override the standard award regulations.

Award requirements & Classification

"Award requirements" refers to the minimum requirements needed to achieve the intended award – i.e. credits taken and passed, passing core modules, minimum overall mark etc – rather than how the overall Classification Mark is calculated.

All students are subject to the standard award requirements as set or in the relevant edition of the Academic Regulations. SITS will automatically calculate all undergraduate students for award, where the minimum requirements for award are met; where they meet the requirements but also have EC first sits (not resits) available they will calculate as 'CRA' and be given a choice between taking the award or deferring classification to take up the offered first sits. UG Students who do not respond the to the MySIS task will automatically be awarded and will no longer have the option to resit. It is important that SEBs contact students in this situation so that they can make an informed decision.

Postgraduate students may accept an award by condoned failure – where requirements are met – therefore, it is the responsibility of the student to accept the condoned award via the MySIS task. If the student doesn't accept the offered condoned award, they will be automatically entered for the permitted resit attempt.

The SEB has the following approval/recommending powers for Finalists:

Approval by the SEB:

- certified absences and first sits, and other EC-related decisions
- resits (where attempts remain and where a student does not already qualify for award)

Endorsement by the SEB with recommendations for DEB approval:

- deregistration of students for academic failure, with or without exit awards (eg where no attempts remain)
- first take requests (on the basis of ECs)
- award recommendations, including application of the borderline classification policy
- retake requests
- suspension of regulations, and application of unusual regulations that specify DEB approval

Borderline Policy

The Borderline classification policy is used to recommend a higher award classification, where the following specified criteria are met. There is no discretion at the pass/fail border, nor is there discretion at module level.

Borderline consideration cannot be automated at present, therefore, SEBs are required to pay particularly close attention to these cases and ensure all cases are recorded in the minutes – regardless of whether the student meets the requirements for raising or not.

As noted above, regulatory changes from 2021/22 removed ECs from consideration of students at the borderline and expanded the zone of consideration. However, there was no change to the number of credits required:

Zone of consideration	1.5%
Credits required at the higher level:	
All UG programmes (which classify using the Classification Mark)	60 Credits
CILT	15 Credits
PgCert	30 credits
PgDip	60 credits
MA/MSc/MRes/MPA/MBA	90 credits
Euromasters (SPCS only)	120 credits

Post Examination Board

Release of Results

Following confirmation of results at the SEB, Schools/Institutes should undertake the process to confirm progression and release module results to all students. Results will show in MySIS as "provisional" until the formal release of results date (see important dates in).

Releasing marks and confirming progression for continuing students post Board will give students time to raise queries with the School/Institute and thus gives the School/Institute time to investigate and update any mark entry errors prior to the submission of their SEB paperwork.

Schools/Institutes should note that students who wish to appeal the decision of the SEB must contact their School/Institute first to resolve the issue outside of the process. Early release of marks provides students with the time to seek an informal resolution before the official release of results.

Please note that progression codes for student outcomes which require DEB approval *should not* be released by the SEB. Following the relevant DEB meeting Student Records will process these student outcomes on the part of the SEB.

Chair's Actions and Mark Changes

Although every effort is taken to ensure that all student results are complete and accurate in time for the Board, there will be incidences where student results either cannot be considered at the Board or where an error has been identified following the release of results. These will require SEB Chair's Action, and must be noted in the Minutes as "post SEB Actions".

SEBs are reminded that only Student Records can amend marks in MySIS following the relevant meeting of the DEB. These mark changes must be submitted using the Chair's Action template and emailed to the Chairs action email, together with the approval email of the SEB/Deputy SEB Chair. Where the amendment also changes the deregistration/award decision made at the DEB, these must also be sent to the Assessment Governance Team, as these recommendations require DEB approval before Records can process the change. These actions must also be noted in the *Minutes* as "post SEB Actions".

The following is a brief outline of who can amend marks in MySIS and when:

1) Mark amendments which occur *after* the SEB, but *before* submission of the SEB paperwork: updated by the SEB and noted in the minutes as a post SEB action.
2) Mark amendments which occur *after* the SEB paperwork submission, but *before* the DEB: updated by the SEB, noted in the minutes as a post SEB action and revised paperwork sent to DGLS/Student Records noting details of the amendment.
3) Mark amendments which occur *after* the DEB, but do not change the DEB decision: updated by Student Records via a Chair's Action request with SEB approval.
4) Mark amendments which occur *after* the DEB, and which also change the recommendation to the DEB i.e. amend classification or deregistration: updated by Student Records via Chair's Action request with both SEB and DEB approval.

Like the SEB, DGLS extract SITS generated Board reports and prepare these in advance of the DEB meeting, therefore it is imperative that the SEB keeps all post SEB mark changes a minimum to ensure the DEB results book is accurate. This is why early release of provisional results is recommended, so that the Board can update marks and their minutes prior to submission.

Chair's Actions are used in extremis, and the template requires a rationale for why action needs to be taken outside of the Board. SEBS are reminded that Chair's Actions, like SEB *minutes*, can be requested under freedom of information requests and may be used to settle student appeal/complaints. Therefore, the request should be clear and concise to outline both the action and the rationale.

Submission of Board paperwork

It is important that complete SEB paperwork is submitted by the deadline date and time given in the calendar at the end of this document. Once received, DGLS will carry our relevant checks in preparation for the DEB. Therefore, SEBs are asked to ensure that all relevant post SEB checks and mark updates are completed in SITS and noted in the minutes before paperwork is submitted.

SEBs are reminded that the DEB report only includes final year students, therefore it is essential for the SEB to complete the *SEB Report to the DEB* to highlight continuing students who are being recommended for deregistration or for a first/retake of the year.

In all cases, the SEB paperwork for submission to DGLS and Student Records should comprise:

- *SEB Report to the DEB*,
- SEB *Minutes*,

- EC Summary,
- Any First/retake forms (where necessary).

SEBs may want to take this opportunity to pass on the UG external examiner fee payment instructions to [DGLS](#), so that payment can be processed as soon as the annual report has been submitted by the external examiner.

<div align="right">May 2025 (updated 09/05/2025)</div>

Appendices

1. *Progression/Award codes*

Code	Meaning
Award Codes	
CIA	Completed with intended award
CRA	Completing with intended award by condoned failure or for a resit (PG): students must accept the award, or they will automatically be entered for any resit(s)).
CFA	Completing with intended award by condoned failure (PG): all resit attempts have been taken.
CAA	Completing with an alternate award: student has exhausted all attempts to achieve the intended award.
CXA	Completing with an alternate award by condoned failure (PG): student has exhausted all attempts to achieve the intended award and awarded an exit award by condoned failure
Students yet to complete	
ADM	Admin progression (PG): Students who are yet to complete the dissertation.
ADA	Admin progression with resits (PG): Students who are yet to complete the dissertation and have resits in the late summer,
PGA	Progress with trailing credit (UG), students can progress to the next year of study and also have deferred first sits in the late summer
PGD	Progress Demote - for UG Integrated students who cannot meet progression to the L7 year of study.
PGP	Progress Promote – for UG Integrated students who meet progression requirements to the L7 Year of study
PGR	Progress with trailing credit (UG) - students can progress to the next year of study and also have resits in the late summer
PGS	Progress in good standing (UG)
REF	Reassessment in the same academic year: where progression/award cannot be confirmed until resits/first sits are complete.
RES	Resuming study after a period of interruption
RMO	Interrupted student who is remaining out of attendance and not for consideration at the Board
Student records requiring further action by the SEB	
RVW	Review (Students progression/award cannot be automatically calculated due to an error on the record.)
MMK	Missing Marks (Students progression/award cannot be calculated until missing marks have been entered)
HOL	On hold (Student on hold due to alleged academic misconduct/ or SEB Admin Hold)
FNF	Fail no Further attempts (SEBs should double check that deregistration is correct)
ROA	Resitting out of attendance (SEBs should double check that all resits marks are up to date in SITS)

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2. Academic Misconduct outcomes and relevant SITS codes

Please note that there was a change in misconduct outcomes in 2024/25. The Academic Integrity and Misconduct Policy for this and previous years can be found in the Policy Zone.

Number	Outcome*	SITS code
	misconduct referral for consideration	OI
i	Formal reprimand	n/a
ii	a requirement that the student undertake a specified educational activity of formative task, within a specified timeframe.	n/a
iii	a requirement that the element of assessment in which misconduct occurred be resubmitted. This will not count as an additional attempt at the module, and the resulting assessment mark will not be capped.	XD, until mark is known
iv	failure (a mark of zero) in the element of assessment in which misconduct occurred. Reassessment is permitted where eligible.	XF
v	failure (a mark of zero) in the element of assessment in which misconduct occurred, with no right to resubmit the assessment.	XR
vi	capping to the minimum pass mark for the module in which misconduct occurred.	XM
vii	failure (a mark of zero) in the module of which the assessment forms a part, with the maximum mark on any resit or retake limited to the minimum pass mark.	X
viii	failure (a mark of zero) in the module of which the assessment forms a part, with no permission to resit or retake the module	XN
ix	capping to the minimum pass mark for all modules taken (and yet to be taken) in the current academic year. Any module marks below the minimum pass mark will stand.	XM
x	Requirement that data affected by the misconduct be destroyed, and/or a restriction on the publication or dissemination of the research	XH -until mark available
xi	Requirement that the student rectify any material affected by the misconduct within a specified timeframe	XH -until mark available
xii	a recommendation to the Principal that the student be suspended from the programme for a period of up to one academic year; where it is deemed appropriate, the Chair of the Panel may also recommend that the student receive marks of zero in all modules taken during the academic year in which the misconduct occurred.	XH, and suspension
xiii	a recommendation to the Principal that the student be expelled from Queen Mary; where it is deemed appropriate, the Chair of the Panel may also recommend that the student receive marks of zero in all modules taken during the academic year in which the misconduct occurred.	XH, and expulsion

*School Level investigations can only apply outcomes i-v, outcomes i-xiii are applied centrally by ACCO.

Date	Event
05/05/2025	Deadline for taught students to apply for interruption of study/withdrawal from study prior to Semester B/year examinations - requests received after this date will result in students remaining registered for/receiving marks for all Semester B/Year assessments
06/05/2025 – 07/05/2025	Semester 2 / year long module study period
08/05/2025 – 06/06/2025	Examination period (semester 2 /year long modules)
12/06/2025	(5pm) Strict deadline for all UG, PGT and Associate assessment marks to be entered in to SITS.
13/06/2025	(after 1pm) UG & PGT SEB window (this includes sub-Boards/pre-Boards run by the SEB.)
20/06/2025	End of UG SEB window
25/06/2025	UG (12pm) i) Deadline for post-meeting mark changes to be made in SITS. ii) Deadline for submission of UG SEB paperwork - Minutes, Report to the DEB and the EC summary - to DGLS and Tessa Cornell.
26/06/2025	Deadline for PG students to interrupt their studies to retain examinations marks but to defer the Project/Dissertation to a future year.
27/06/2025	i)deadline for Religious Holiday Notification forms for LSRs ii)deadline for Schools to return LSR Exam Timetable requirements
27/06/2025	End of PGT SEB window
30/06/2025	Deadline for DGLS to receive nominations for new external examiners to start in September 2025
02/07/2025	PG (12pm) i) Deadline for post-meeting mark changes to be made in SITS. ii) Deadline for submission of PG SEB paperwork - Minutes, Report to the DEB and the EC summary - to DGLS and Tessa Cornell.
04/07/2025	Final UG prize nomination deadline
10/07/2025	Official publication of results: UG students
14/07/2025	Draft LSR exam timetable circulated
15/07/2025	Official publication of results: PG students
18/07/2025	i) Final LSR exam timetable circulated ii) 12pm, Final deadline for the return of all LSR examination question papers.
21/07/2025	Individual LSR exam timetables to be released via MySIS
04/08/2025 – 15/08/2025	LSR Examination period
22/08/2025	Deadline for all late summer assessment marks to be entered in SITS
26/08/2025-29/08/2025	Late summer SEB window (this includes sub-Boards/pre-Boards run by the SEB.)
05/09/2025	i) Deadline for post-meeting mark changes to be made in SITS. ii)Deadline for submission of late summer SEB paperwork - Minutes, report to the DEB and the EC summary must be sent to DGLS and Tessa Cornell.
09/09/2025	Official publication of results: UG continuing students
23/09/2025	Official publication of results: UG finalists
19/09/2025	Strict deadline for all PGT marks to be entered into SITS
22/09/2025-26/09/2025	PGT SEB window (this includes sub-Boards/pre-Boards run by the SEB.)
01/10/2025	12pm i) Deadline for post-meeting mark changes to be made in SITS. ii) Deadline for submission of PGT SEB paperwork. Minutes, report to the DEB and the EC summary must be sent to DGLS and Tessa Cornell.
20/10/2025	Official publication of results: PGT

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4. DEB dates 2025

UG HSS DEB 1 (Summer)	2 July 2025, 10am-1pm
UG HSS DEB 2 (Late Summer)	17 Sept 2025, 10am -12pm
UG S&E DEB (TNE)	12 Jun 2025, 10am-12pm
UG S&E DEB 1 (Summer)	2 July 2025, 2-5pm
UG S&E DEB 2 (Late Summer)	17 Sept 2025, 2-4pm
Joint PGT DEB (Summer)	9 Jul 2025, 2-4pm
PG S&E DEB (Autumn)	10 Oct 2025, 10am -12.30pm
PG FMD DEB (Autumn)	10 Oct 2025, 2-4pm
HSS PGT DEB (Autumn)	14 Oct 2025, 10am -12.30pm

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