

# Assessment Boards Policy

September 2025

<b>Scope</b>	All Staff at UK Business College
<b>Strategic Plan</b>	Pillar 1
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Approved by the Board of Governors

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## 1. Purpose

1.1 This policy defines the structure, roles, and responsibilities of the Interim, Progression, and Awards Boards. These Boards ensure that assessment, progression, and award decisions are conducted fairly, consistently, and in accordance with awarding body regulations.

## 2. Scope

2.1 This policy applies to all programmes and students within UKBC and covers:

- Module assessment outcomes
- Student progression between levels
- Final award and classification decisions

## 3. Structure of Assessment Boards

3.1 UKBC holds three types of Assessment Boards:

### 3.1.1 Interim Assessment Board

Responsible for reviewing and approving module results at the end of each semester.

### 3.1.2 Progression Board (where applicable)

Responsible for determining whether students can progress from one level of study to the next.

### 3.1.3 Awards Board

Responsible for confirming results, academic awards, and degree classifications.

## 4. Responsibilities

### 4.1 General Responsibilities (All Boards)

All Assessment Boards shall:

- Ensure compliance with institutional and awarding body regulations.
- Maintain consistency and fairness in assessment and decision-making.
- Identify and address anomalies or inconsistencies in marking.
- Monitor academic standards and integrity.
- Report outcomes to the Registry Committee.

### 4.2 Interim Board Responsibilities

The Interim Board shall:

- Review and approve module results following each assessment period.
- Ensure consistency of grading.
- Resolve borderline pass/fail cases.
- Identify patterns of student underperformance.
- Provide confirmed results to the Progression and Awards Boards.
- Meet termly, following each assessment marking period

#### **4.3 Progression Board Responsibilities (where applicable)**

The Progression Board shall:

- Consider confirmed module results from the Interim Board.
- Determine student progression to the next level of study.
- Apply progression regulations consistently.
- Review marginal or borderline progression cases.
- Decide on reassessment, referral, or repeat requirements where applicable.
- Meet at the end of each level of study

#### **4.4 Awards Board Responsibilities**

The Awards Board shall:

- Confirm final grades and academic awards.
- Determine degree classifications (e.g., Pass, Merit, Distinction).
- Review and decide on borderline classification cases.
- Ensure all requirements for award have been met.
- Approve final recommendations to awarding bodies.
- Authorise Registry to submit certification claims to Pearson in accordance with awarding body procedures.
- Meet at the end of each period of study i.e. once per semester (2 meetings per annum)

## **5. Membership**

5.1 All Assessment Boards shall typically consist of:

- Principal (Chair)
- Registrar
- Associate Dean

- Programme Manager
- Registry Officer (Secretary)
- Head of Quality (or nominee)
- Course Coordinators
- Student Support Lead

5.2 Members of Assessment Boards must declare any potential conflict of interest relating to students under consideration. Where a conflict exists, the member may be required to withdraw from discussion and decision-making relating to the affected student.

5.3 Representatives from Pearson, including External Examiners and/or Reviewers, may request to attend and observe Assessment Boards.

5.4 A quorum of at least 50% of members must be present for the Assessment Board to proceed. If the quorum is not met, the meeting shall be rescheduled.

## 6. Reporting and Governance

6.1 All Assessment Boards report to the Registry Committee. They also contribute to institutional oversight by:

- Providing data on student performance
- Highlighting areas for academic improvement
- Supporting quality assurance processes

## 7. Quality Assurance and Compliance

7.1 Assessment Boards shall ensure that:

- Assessment and progression regulations meet awarding body requirements.
- Decisions are transparent, consistent, and auditable.
- Any anomalies or inconsistencies are investigated and resolved.

### 7.2 Notification of Results

7.2.1 All students will receive notification of their results within seven days of the Assessment Board. Registry is responsible for releasing results to students. If there are exceptional circumstances,

the Chair of the Assessment Board, Programme Manager and Registrar will agree the release date and how this will be communicated to students. Results will not be communicated to students over the telephone. Students who have failed, or have work outstanding, will be informed in writing, including arrangements for reassessments / repeats and the support which is available.

## 8. Confidentiality

8.1 Individuals attending an Assessment Board must not disclose any decisions to those who were not present, nor discuss students' detailed performance or release results prior to the official publication date.

8.2 All decisions are made collectively by the Board, and staff should not engage in discussions with students regarding the specifics of those decisions.

8.3 Members are reminded that all proceedings are strictly confidential, both during and after the meeting.

8.4 Any hard copy materials distributed at the meeting will be securely destroyed by the meeting secretary following the Board.

## 9. Minutes and record keeping

9.1 The Registry Officer shall record formal minutes of each Assessment Board meeting including:

- Attendance
- Decisions taken
- Actions agreed
- Any exceptional cases

9.2 Minutes will be retained in accordance with UKBC records management policies and may be shared with Pearson and/or the External Examiner upon request.

## 10. Other policies

10.1 This policy must be read in conjunction with the following policies:

- Malpractice Policy
- Academic Appeals Policy and Procedure

- UKBC Assessment Policy for Pearson (BTEC Programmes)
- Mitigating Circumstances Policy
- Reasonable Adjustments Policy

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