**Agenda Reference**

**[Subject/Division]**

**[Module/Award] Board of Examiners**

A meeting of the [*Module/Award]* Board of Examiners will be held on [*date]* at [*time]* in the [*location]*.

[Name of Secretary]

[Date]

**AGENDA**

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | **Attendance** |  |  |
|  | To note apologies and determine if the meeting is quorate. |  |  |
|  |  |  |  |
| **2.** | **Minutes** |  |  |
|  | To approve the minutes of the meeting held [*date]*. |  | ***Minute reference*** |
|  |  |  |  |
| **3.** | **Matters Arising Not Otherwise on the Agenda** |  |  |
|  |  |  |  |
| **4.** | **Declaration of Personal Interest** |  |  |
|  | To receive any declarations of personal interest. |  | ***Paper reference*** |
|  |  |  |  |
| **5.** | Extenuating Circumstances |  | *Paper reference* |
|  | To receive decisions on extenuating circumstances |  |  |
|  |  |  |  |
| **6.** | **Academic Misconduct** |  | ***Paper reference*** |
|  | To receive a paper on any instances of academic misconduct. |  |  |
|  |  |  |  |
| **7.** | **Review Of Module and Dissertation Grades** |  |  |
|  | To consider grades for: |  |  |
| **7.1** | [Module] |  | ***Paper reference*** |
| **7.2** | [Module] |  | ***Paper reference*** |
| **7.3** | [Module] |  | ***Paper reference*** |
|  | etc |  |  |
|  |  |  |  |
| **8.** | Recommendation For Awards |  | *Paper reference* |
|  | To approve all awards and consider any discussable cases. |  |  |
|  |  |  |  |
| **9.** | **Award Of Prizes** |  | ***Paper reference*** |
|  | To consider who prizes will be awarded to. |  |  |
|  |  |  |  |
| **10.** | **Examiners’ Comments** |  |  |
|  | To receive comments on the assessment process from internal and external examiners. |  | ***Oral*** |
|  |  |  |  |
| **11.** | **Completion Of Examiners’ Report** |  |  |
|  | To sign off the final report forms. |  |  |
|  |  |  |  |
| **12.** | **Any Other Business** |  |  |