

Conduct of Progression and Award Boards (PABs) 2013

1. The functions of PABs are to:

- a. Approve student progression as appropriate
- b. Approve the award and classification of students
- c. Consider applications for extenuating circumstances which have been referred to the PAB¹

2. Attendance at PAB

All internal full-time examiners should be in attendance at the PAB. Each module should be represented by a member of full-time staff. As such there is no quorum for the meeting. A member of faculty administration will normally be in attendance. The Registry will provide a PAB Secretary and usually an ITS Recording Secretary to the meeting. The Registry PAB Secretary will provide guidance on regulations and procedures and note all the decisions of the meeting on the broadsheet.

Membership of electronic or reconvened (physical) PABs is the same as the original PAB membership.

3. Chair

Each Faculty should agree the chairing arrangements with Schools within each Faculty/Oscail. Faculties should, as far as possible, work towards clustering of chairing arrangements to facilitate consistency of decision making². Where not chaired by the Programme Co-ordinator/Chairperson, the Chair of the PAB will invite each Programme Co-ordinator/Chairperson or equivalent to present their programme's result based on the guidelines in the following section.

4. Presentation of Results to PAB

The Chair or the Programme/Year Co-ordinator will present student results as follows:

- Passing results, will be presented and grouped on a broadsheet per each classification band and listed by candidate number per the printed broadsheet (e.g. 1-10); these results will not be called at the meeting.
- All failed results will then be called individually. In the case of an award year, any remaining borderlines not accounted for by the preponderance rule and the PAB will be reviewed accordingly.

5. Role of External Examiner at PABs

External Examiners will normally attend PABs and should be briefed on relevant rules and programme regulations prior to the PAB. The PAB Chair can invite External Examiner(s) to comment briefly following the deliberation of the results; to make recommendations on an individual student's module or on an overall result and/or the distribution of results or trends within modules/programmes during the PAB.

Detailed feedback from External Examiners on modules or programme should be reserved for the formal written report submitted by the External Examiner to the University. External examiners act as an important element of the quality assurance process and in some instances only wish to comment on the execution of the process as per regulations and standards.

¹ As per Guidelines for Consideration of Extenuating Circumstances

² Eg Associate Dean for T&L/E, School Teaching Convenor, Cluster Head or equivalent

6. Consideration of Extenuating Circumstances

The programme chair (or equivalent) will review all extenuating circumstances prior to the PAB as per the guidelines document (see footnote 1). The outcomes of this review will be reflected on the broadsheet. Only exceptional cases will be referred to the PAB for final decision. In order to protect student confidentiality as far as possible, discussion on the nature of the extenuating circumstances should focus on the possible decisions that the board can make in light of the extenuating circumstances.

7. Record of PAB

The Broadsheet and signature sheet will form the formal record of the meeting. All decisions will be noted on the Broadsheet by the Board Secretary. All examiners in attendance, the Chair of the meeting and the PAB Secretary should sign the signature sheet attached to the broadsheet.

8. Decision Making

As far as possible, attempts should be made to reach a consensus on decisions. On rare occasions, it may be necessary to proceed to a vote on options presented to the PAB. Each examiner on the programme present (including external examiner if present) is entitled to one vote: one person, one vote. Voting by proxy is not permitted. In the event of a tie, the Chair of the PAB has the casting vote. The PAB Secretary or other members in attendance do not have a vote.

All discussions and decisions of the PAB are confidential to the members of the Board. With the exception of the Programme Chair, any hard copies of broadsheets should not be taken from the meeting.

9. Report to Academic Council

Following the conclusion of the PABs the Registry will make a report to Academic Council on the outcome of the Boards. This report will form the basis for Academic Council to adopt the recommendations of the Boards.

10. Actions beyond the remit of the PAB

The following items should not be carried out in PABs

1. The checking of results by examiners, all results should be validated by examiners prior to the PAB i.e. on entry of results, via portal page report, or in other official fora such as PBERCs, Programme chair reviews as per faculty processes.
2. The challenging of programme and University rules, regulations and practices by members of the PAB
3. Discussion of personal student circumstances
4. Canvassing on behalf of an individual student by raising personal or professional issues which have not been formally communicated to the PAB via the extenuating circumstances process.

11. Changes to Results

All Changes to results following the PAB must follow the Post PAB Amendment Procedure. Contact must be made in the first instance with Registry.

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