



- a) The minimum number of examiners permissible at a Full Board of Examiners is five. This must include the Chair or Deputy Chair and at least one Internal Examiner and one External Examiner for each main subject area covered.
  - b) The minimum number of examiners permissible at a Sub Board of Examiners is two. This must include the Chair or Deputy Chair and at least one Internal Examiner for each main subject area covered.
2. **If the Chair is unable to attend:** All Boards should ensure, in advance, that a Deputy Chair is in place in case the Chair is unable to attend. Details of Deputy Chairs must be submitted to the Faculty team for them to input on Portico as early as possible.
  3. **If internal examiners are unable to attend** and substitutions cannot be found, the Chair and External Examiner(s) should determine whether the combined assessment experience

marking on students work and exam scripts. This should not be the Chair of the Board.

Committee on the additional steps taken to uphold the integrity of the assessment process - see Section 6 for further details.

4. As a minimum:
  - a) The assessment process for all **progressing** and **finalist** students must be overseen by at least one External Examiner.
  - b) All Board meetings which are conferring **final awards** must be attended by, or include written consultation with, at least one External Examiner.
  - c) Boards can make **progression** decisions in the absence of an External Examiner, but must provide UCL Education Committee with written assurances of the additional steps taken to uphold the integrity of the assessment process - see Section 6 for further details.

## 4 If Marks are Missing

1. **If there are any missing marks for individual assessments or students:** These will be identified and chased-up through the normal Student Records processes, in consultation
2. **If illness, industrial action or other difficulties prevent an internal examiner from submitting marks for a whole group of students by the Board deadlines:** The Board can make one of the following decisions:
  - a) Action at a later date.
  - b) Where the decision is discretionary the Full Board can delegate authority to a Sub Board to make the final decision at a later date.

## 5 Providing Written Assurances to Education Committee

1. **Where an External Examiner has been unable to attend the Board but has been able to oversee the assessment process and submit written comments in advance:** Boards should submit dated evidence of these written comments to the Education Committee Secretary via [examiners@ucl.ac.uk](mailto:examiners@ucl.ac.uk).
2. The following procedure should be followed where:
  - the Board is not quorate, or
  - an internal examiner is appointed to replace an External Examiner, or
  - the Board makes progression decisions in the absence of the External Examiner
3. The Programme Team must consider whether the upcoming business of the Board has been properly scrutinised and give evidence of correspondence to this effect.
4. The Programme Team must provide a report regarding the situation (what has caused the External Examiner to be absent, why the Board cannot be quorate, etc.).
5. The marking process and Board meeting must be conducted in line with the requirements of the Academic Manual.

6. The Programme Team should undertake a thorough statistical analysis of the marking of modules to determine that standards of assessment have been maintained within and across modules and what action has been taken to ensure that the standards of marking were sufficiently robust. Further guidance is available on the [Exam Board Support website](#) (staff login required).
7. Following the Board, the Chair of the Board should submit the following documentation to the Education Committee Secretary via [examiners@ucl.ac.uk](mailto:examiners@ucl.ac.uk):
  - proposed response to the situation.
  - A document which summarises actions taken to mitigate the situation, including where relevant, the appointment of an internal examiner, who must be named, and his/her experience and qualifications for the role detailed.
  - A document which gives details of the analysis of module data and other processes undertaken in order to ensure the integrity of any awards made.
8. Examples of the kinds of documentation required are available from [examiners@ucl.ac.uk](mailto:examiners@ucl.ac.uk).

## 6 Confirmation by Education Committee

1. The next available meeting of UCL Education Committee will be asked to ratify the decisions of any exam boards which have had to provide any of the written assurances outlined in this procedure.
2. Education Committee will decide whether to approve the procedures undertaken and make a judgement as to whether the appropriate academic standards have been maintained. If approval is given, awards then can be ratified.