

**Boards of Examiners (and their
appointment, membership and
authority) for The Open University
awards 2018-19**

Member of management responsible	Colin Bladen-Kopacz
Author of policy/procedure	Nabeel Zaidi
Peer reviewed by	Colin Bladen-Kopacz, Frazer D'costa
Date agreed by OU	
Date agreed by HE Committee	
Date agreed by CQC (if relevant)	
Date effective from	
Version	1.1
Date last amended	
Review date	

1.0 Appointment of Boards of Examiners

- 1.1 For every programme leading to a validated award of The Open University there is a Board of Examiners whose constitution (including a note of those members constituting a quorum) and terms of reference will have been approved by The Open University.
- 1.2 External Examiners are appointed by, and report to The Open University. The terms under which they engage with the College and the programmes to which they are appointed are those determined by The Open University.

2.0 Membership of Boards of Examiners

- 2.1 The membership of the Boards of Examiners is determined by the Higher Education Committee (HEC) at the beginning of the academic year.
- 2.2 Membership of the Board of Examiners will comprise of the Chair (usually the Dean of HE) , HE Information Manager and members of the programme team responsible for internal assessment.
- 2.3 All External Examiner(s) for the programme are members of the board.
- 2.4 A member of The Open University staff must be present at any Examination Board where decisions about progression and final recommendations for an Open University award are made.
- 2.5 A member of the HE Team will be appointed as a Secretary to the Board of Examiners. If a member of the board is unable to attend a meeting the HE Admin Team should be contacted in the first instance
- 2.6 Proposed membership of the Boards of Examiners is as follows (subject to approval by The Open University and HEC:-

Board position	Role title
Chair	Dean of HE
Secretary	A member of the HE Team
External Examiner (PgCE, Cert. Ed.)	TBA
HE Quality Team	Senior member of the HE Quality Team
OU Representative	
Leadership team and lecturers from OU validated programmes	

3.0 Timings & Authority of the Examination Boards

3.1 Examination Boards shall be scheduled at the end of the year as published on the HE Student planner.

3.2 A referral/resit Board will be held in early September to consider the performance of students granted resits and make decisions on progression.

The following progress decisions can be taken by the Board of Examiners provided the marking and moderation policy have been followed *:

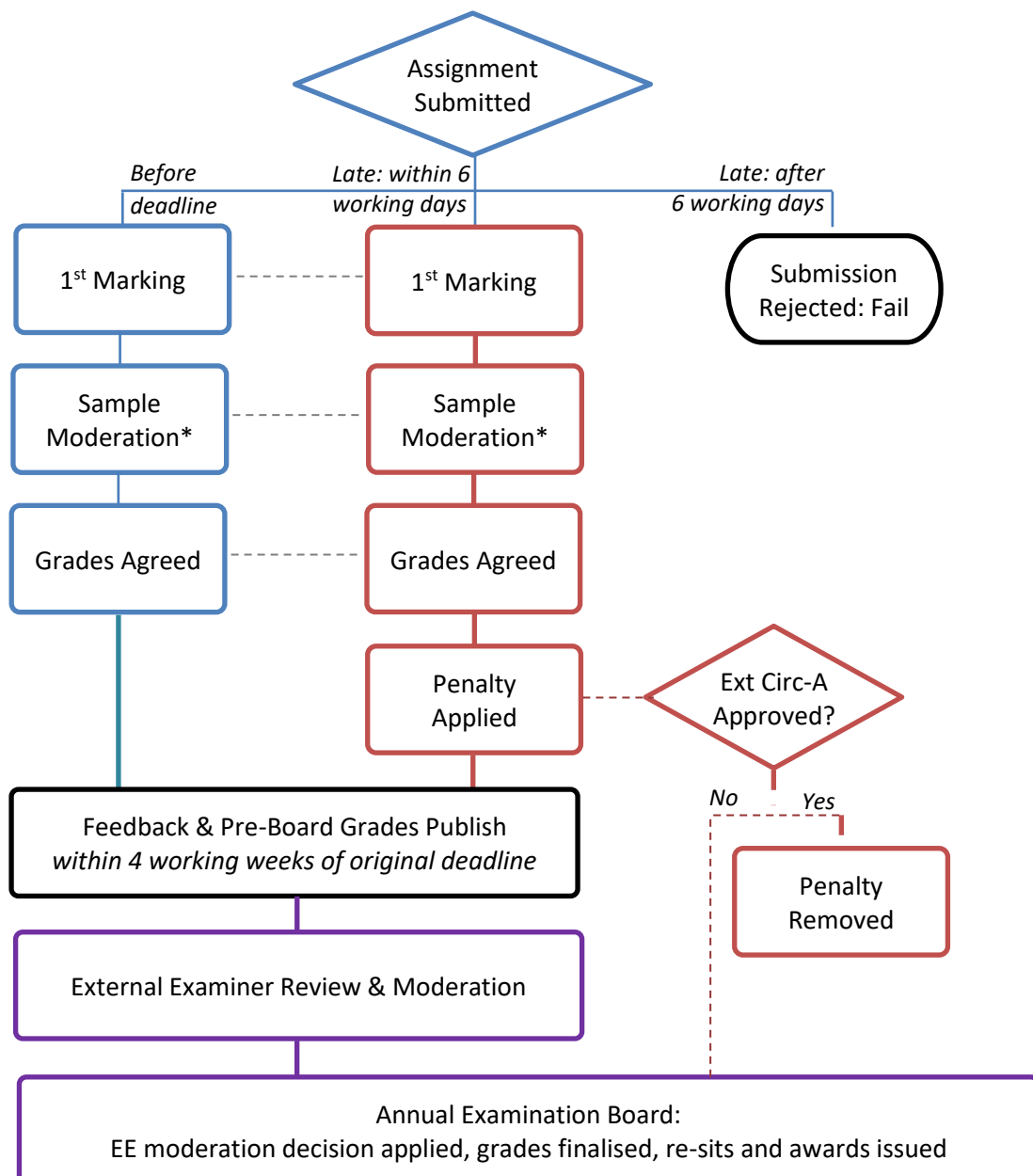
3.3 To permit the candidate to proceed to the next year of study as appropriate;

3.4 To require the candidate to resit, at the next available opportunity, the assessment in which he or she has failed to satisfy the examiners.

3.5 To require the candidate to repeat the year of study.

4.0 Marking & Moderation Policy

4.1 Assessed tasks will typically by subject to the follow process of moderation:



*Process determined by assignment weighting, see Marking Policy

Marking Policy

4.2 Submitted evidence will be subject to moderation activities and review by the external examiner. Internal moderation activities include:

- **Second Marking:** A second marker re-marks the evidence submitted for an assessed task, with access to the first markers grades, comments and feedback. Outcomes are discussed and agreed with the first marker.
- **Blind Second Marking:** A second marker re-marks the evidence submitted for an assessed task, without access to first markers grades, comments or feedback. Outcomes are discussed and agreed with the first marker.

The moderation protocol is determined by the weighting of the assessed task:

Assignment Weighting	Moderation Protocol
Assessed task contributing to 20% or less of a 15credit module	Single marked. Plus, tasks marked 70% and above, and below 40% second marked. <i>New staff: A random sample of at least 10% or 4 samples (whichever is higher) second marked.</i> Plus, tasks marked 70% and above, and below 40% second marked.
Assessed task contributing more than 20% to a 15credit module	Single marked, plus: <ul style="list-style-type: none"> • A random sample of at least 10% or 4 samples (whichever is higher) second marked. • Tasks marked 70% and above, and below 40% second marked <i>New Staff: All tasks second marked.</i>
Assessed task contributing to 50% or less of a 30credit module	
Assessed task contributing to more than 50% of a 30credit module	All tasks blind second marked
Examinations contributing 50% or less to a 15credit module or 25% or less to a 30credit module	Single marked, plus: <ul style="list-style-type: none"> • A random sample of at least 10% or 4 samples (whichever is higher) second marked. • Tasks marked 70% and above, and below 40% second marked <i>New Staff: All scripts second marked.</i>
Examinations contributing more than 50% to a 15credit module or more than 25% to a 30credit module.	All scripts second marked, plus: <ul style="list-style-type: none"> • A random sample of at least 10% or 4 samples (whichever is higher) blind second marked. • Scripts marked 70% and above, and below 40% blind second marked <i>New Staff: All scripts subject to blind second marking</i>

5.0 Award Classification

- 5.1 Module aggregate marks round to the nearest whole number, with marks of .5 being rounded up
- 5.2 The first four modules and the final four modules are weighted 40% and 60% respectively, and calculated using an arithmetic average of all module marks as follows:
- 5.3 The minimum aggregate pass marks for The Open University validated awards are 40% for undergraduate programmes
- 5.4 For the award of Merit, the overall aggregate mark will be 60% - 69%.
- 5.5 For the award of Distinction, the overall aggregate mark will be 70% or above.