

RACI Framework for Boards of Examiners – 2025/26

Phase	Task / Responsibility	Responsible (R)	Accountable (A)	Consulted (C)	Informed (I)	Information
<b>1. Collation of Marks</b>	1.1 Collect coursework and exam scripts	School Administration Team; Registry	HoS	Programme Leader/ Course Convenor	AO	Required to ensure all assessed work is securely and consistently gathered; HoS accountable for process integrity, School Administration Team and Registry responsible for administration.
	1.2 Coordinate marking and moderation	Programme Leaders/ Course Convenor	HoS	IE; AO		Internal examiners conduct marking and moderation while programme leadership ensures processes follow regulations.
	1.3 Manage late submissions and extensions	School Administration Team	HoS	Programme Leader/ Course Convenor		Late submission rules are institutional policy but administered locally, with overall responsibility held at School level.
<b>2. Pre-Board Scrutiny</b>	2.1 Aggregate provisional results	AO	HoS	School Administration Team; IE		Mandated to compile results accurately ahead of Board scrutiny; HoS accountable for data integrity, AO responsible for processing and aggregation.
	2.2 Appoint Reviewers	Chair/AO	HoS		School Administration Team	Required to ensure internal scrutiny of marks by staff other than the original markers; the Chair appoints reviewers to verify accuracy and consistent application of the grading scale.
	2.3 Conduct pre-Board scrutiny	Reviewers (including AO)	Chair	Reviewers	IE; EE	Required by Board of Examiners Instructions to assure accuracy and completeness of results before Board approval; Chair accountable, AO responsible for checks
	2.4 Escalate issues or queries to Senior Assessment Officer or further as appropriate	AO	Chair	Senior Assessment Officer; APG; Convenor of Academic Regulations; Clerk of Senate		Mandated to resolve regulatory uncertainties. Complex cases may be referred to Senior Assessment Officers or other colleagues including the Clerk of Senate to ensure consistency with University standards.
	2.5 Verify weighting and grade calculations	Reviewers; Clerk	Chair	BoE; School Administration Team		Required by Board of Examiners Instructions as part of pre-Board scrutiny to ensure results are calculated in line with approved programme weightings.

	2.6 Check penalties and EC applications	AO; Reviewers	HoS	BoE; School Administration Team		Mandated to ensure regulatory compliance and fairness in applying penalties and EC codes; HoS accountable for consistency, AO responsible for correct application, Board reviews complex cases. The Board of Examiners may refer particularly complex or precedent-setting cases to Senate Assessors via Student & Academic Services.
	2.7 Pre-Board distribution of data pack	Clerk	Chair		AO; IE; EE; Reviewers	At least two working days in advance of the Board.
<b>3. Board Meeting</b>	3.1 Lead Board meeting	Chair	HoS	Clerk		Required to ensure proper governance and conduct of the Board of Examiners; HoS accountable, Chair responsible for leading proceedings.
	3.2 Review complex cases	BoE	HoS			Ensures consistent academic judgement in exceptional cases; HoS accountable, Board collectively responsible for decisions
	3.3 Certify results	BoE	HoS	EE (if not present)		Formal requirement that the Board confirms results are accurate and complete; HoS accountable, Board responsible for collective approval.
<b>4. Post-Board Processing</b>	4.1 Record and submit Board minutes to APG	Clerk	HoS	Chair; AO		Required for governance, audit, and regulatory compliance; HoS accountable, Clerk responsible for accurate record-keeping. Sign-off by Clerk, Chair and AO.
	4.2 Send results to Registry	School Administration Team	AO		BoE; HoS	Mandated to enable official publication of results; AO accountable to ensure authenticated results are conveyed to Registry; School Administration Team responsible for submission and verification.
	4.3 Maintain student records	Registry	Director of Academic Services	School Administration Team		The central registry holds and maintains official student records after results are confirmed.
<b>5. Governance &amp; Audit</b>	5.1 Maintain and/or dispose exam materials and records	AO	HoS	School Administration Team; Registry; IE		Required to protect integrity and confidentiality of assessment; HoS accountable, AO responsible for secure handling in alignment with University of Glasgow Retention Policy.