

Template for Minutes of Board of Examiners' Meetings

In December 2001 Senate agreed to the introduction of standard headings for minutes of Examination Boards.

Under the terms of the 1998 Data Protection Act universities are obliged to disclose to students, on request, extracts of any Examination Board minutes which refer to the student in question by any identifier from which the student could be identified e.g. registration number. In such disclosures, references to third parties by name, registration number or other identifiers must be removed from the minutes before they are made available to a data subject.

Further information on responding to data requests is available from the Data Protection/Freedom of Information Office: www.gla.ac.uk/services/dpfoiooffice/

In producing Examination Board minutes, all Schools are asked to use the standard headings detailed below. Furthermore, Boards of Examiners are advised to adhere to the following:

- avoid including personal information;
- refer to individual students by registration number only to preserve anonymity during discussion and in the minutes;
- ensure that the minutes attribute all decisions to the Board, rather than refer to individual examiners.

Standard Headings for Examination Board Minutes

- Full Title of Examination Board
- Date and location of meeting
- List of those present identifying the Convener, the internal examiners, the external examiner(s) and the meeting clerk. Where an examiner is not present at the Board, the minute should acknowledge receipt of any written comments.
- List of programmes and/or courses being examined
- Explanation of calculations used in determining results
 - where percentage marking has been employed, a statement of the conversion scheme translating percentages to the Schedule A bands
- Statement of criteria applied in determining final Honours/PGT classification for students whose GPA placed them in a discretionary zone. (The Guidelines are available at: www.gla.ac.uk/media/media_124293_en.pdf#page=11&view=fitH.665).
- Good Cause claims
 - list of candidates considered
 - outcome of discussions on these cases
- List of Results
 - this should cover the final outcome for each student and any decisions made relating to distinctions, merits, Honours degree classifications etc.
 - record of who signed the final results lists