

SEB terms of reference (cf Chapter 6, Assessment Handbook)

6.2 Subject Examination Boards (SEBs) consider and can approve marks and progression, can agree failure and award resits, and can approve extenuating circumstances claims. SEBs make recommendations for awards, first takes/retakes, and suspension of regulations. The SEB terms of reference are:

- i. to take an overview of the assessment processes that operate for the programmes and modules in the subject area, with a particular view to ensuring fairness and impartiality, including: setting examination papers, essay titles, and other assessment tasks, marking processes (including double marking), application of regulations, and the conduct of oral examinations (where used as part of the approved module assessment);
- ii. to receive reports from invigilators and students on examinations, and to consider appropriate actions in the light of such reports;
- iii. to agree the results of students in individual assessments and modules;
- iv. to consider claims of extenuating circumstances and, where valid, to approve any proposed actions to be taken;
- v. to make recommendations to the DEB for results to be set aside where there are accepted extenuating circumstances;
- vi. to approve the progression of students;
- vii. to approve the progression of students to alternative programmes, if applicable;
- viii. to make recommendations to the DEB for the exclusion of students due to failure;
- ix. to make recommendations to the DEB for award and classification;
- x. to agree actions in the event of failure of a module (including qualified failure) by a student, including resit provisions that may include appropriate alternative assessment arrangements;
- xi. to make recommendations to the DEB for students to retake or first take modules, where applicable;
- xii. to make recommendations to the DEB and to the Senate (or its delegated authority) for the suspension of regulations for individuals or groups of students, where applicable;
- xiii. to exercise discretion, where appropriate and within the permitted scope of any Queen Mary policy or regulation, in order to agree results or progression and make recommendations for awards and classifications;
- xiv. to review statistics on academic performance and to comment upon the performance of cohorts in particular assessments;
- xv. any other duties delegated to the SEB by the DEB or the Senate.

6.3 Each meeting of an examination board is discrete. Boards cannot reverse decisions taken at previous meetings of the same board, excepting cases considered under the [Academic Appeals Policy](#). Boards cannot make decisions that would affect future meetings, except in setting precedents.