



Cambridge Muslim College Membership of Board of Examiners Policy

1. Purpose

This document sets out the policy and associated procedures for membership of the Board of Examiners.

2. Scope

This policy applies to members of the Board of Examiners for the BA (Hons) programme.

3. Principles

- 3.1. A separate document sets out the Board of Examiners' Terms of Reference.
- 3.2. The Board of Examiners must include the External Examiner for the programme.
- 3.3. Others making up the Board of Examiners will be members of the College academic staff who act as internal examiners for the programme.
- 3.4. The College Coordinator (BA) acts as Secretary to the Board.
- 3.5. A representative from The Open University must attend any Board of Examiners where awards are made in the OU's name or where progression is agreed.
- 3.6. Under no circumstances may a student of the College be a member of, or attend, a Board of Examiners.

4. References

- QAA UK Quality Code for Higher Education, Chapter B6-7 (Appendix 1)
- Terms of Reference for the Board of Examiners

5. Responsibility

Responsibility for the area of the Board's membership lies with the BA Programme Manager.

6. Procedure

The Faculty Board of the College is required to agree upon the actual membership of the Board of Examiners at the start of each academic year.

REVISION HISTORY

Revision Number	Effective Date	Description of Change
00	March 2017	New policy
01	26 April 2018	1. Formatting change 2. Policy number assignment

Appendix 1

QAA UK Quality Code

The QAA UK Quality Code for Higher Education, Chapter B6: Assessment of students and the recognition of prior learning, states the following Expectation:

‘Higher education providers operate equitable, valid and reliable processes of assessment, including for the recognition of prior learning, which enable every student to demonstrate the extent to which they have achieved the intended learning outcomes for the credit or qualification being sought.’

Within this Expectation the 15th Indicator states:

‘Degree-awarding bodies specify clearly the membership, procedures, powers and accountability of examination boards and assessment panels, including those dealing with the recognition of prior learning; this information is available to all members of such boards.’

The QAA UK Quality Code for Higher Education, Chapter B7: External Examining, states the following Expectation:

‘Higher education providers make scrupulous use of external examiners.’