Board of Examiners

Terms of Reference

July 2024

Table of Contents

1. Introduction

The purpose of this document is to summarize the Board of Examiner's Terms of Reference at MBZUAI. The Board of Examiners is the primary decision-making body for student progression, award, and classification decisions.

The Board of Examiners is an independent body that works with the MBZUAI Department Chairs, Registrar, IEQA, and faculty under the remit of the Provost to ensure high-quality progression and awards processes in MBZUAI academic programs and ensure the value of the qualifications over time through a thorough moderation process.

This robust process ensures that quality and academic standards are maintained and that students receive results that reflect their capabilities despite the impact of any disruption affecting the whole cohort. Consequently, students do not receive a grade lower than they deserve (academic disadvantage) or a higher grade than would be merited (grade inflation).

The processes of adjusting grades or marks and of comparison with previous years – moderation – are critical aspects of maintaining academic standards and the value of results and qualifications over time.

2. Membership

The members of the Board of Examiners are the Chair, Deputy Chair, and at least one Internal Examiner for each of the main subject areas covered.

Member Position	Designation
Chair	Provost or delegate
Examiners	Department Chairs or Deputy Chairs Registrar
Subject Matter Experts (as applicable)	MBZUAI Faculty Representatives

3. Key Responsibilities

The key responsibilities:

3.1 To set, safeguard, and monitor the academic standards of the programs and/or courses under its remit.

3.2 To ensure that assessment, marking, and moderation processes are appropriate, rigorous, and fair.

3.3 To set a timescale by which marking, moderation, and internal scrutiny must be completed.

3.4 To ensure equity of treatment for students.

3.5 To ensure that assessment has been conducted within moderation guidelines.

3.6   To confirm marks and Progression, Award, and Classification decisions.

3.7   To formally recommend students for the award of a qualification to the MBZUAI Registrar.

3.8   To agree on actions in the event of failure, including condonement, reassessment, and deferral provisions.

3.9   In cases of disputed grading, this shall be referred to the Provost for final decision(s).

3.10 To ensure complete confidentiality of student data and academic records.

4. Timescale and Documentation

4.1 The Course Coordinator shall seek approval from the Department Chair prior to sending for the Board of Examiners, which should receive all necessary materials a minimum of one (1) week before the meeting. The documentation must include the course review report.

The Course Review Report that includes:

a)   The marks and grades for all students.

b)   Commentary on student performance, incl. proposed action for students whose performance has not met expectations.

c)   Commentary on any unusual results and whether these are fair and accurate or whether an adjustment is recommended.

d)   Recommended adjustment of grades (i.e., unusual mapping of marks to grades) or of marks (i.e., raw marks to final marks).

e)   Justification for recommended altered marks/grades and proposed action.

f)   Commentary on mitigating circumstances across the course.

g)   Commentary on any other aspect of the course as relevant to the Board.

h)   Profile of the students considered for progression or award.

i)   Department Chair recommendation for progression/ award decision.

j)   Assessment and Grade moderation reports.

k)   Information on absences from examinations.

l)   Reports of possible academic misconduct.

m)   Schedule and plan to address any unusual circumstances/mark adjustments.

4.2 The grading should be provided to the RO once the academic departments have completed due diligence to submit the student grading. All grading for each course must have approval from the Board of Examiners and the Department Chair(s) and endorsed by the Provost prior to submitting to the RO.

4.3 Any changes to Grading require approval from the Board of Examiners, the Department Chair(s), and the Registrar. The changes should be reflected in the SIS, and it will be the RO's responsibility to enact them in a timely manner.

5. Meeting Frequency

5.1 The Board of Examiners meets once a semester at least three (3) days prior to the release of grades or more often as necessary.

5.2 Preparatory meetings can be organized in case of complicated assignments and the expected need for additional situational clarifications.

6. Review

The Academic Affairs department will review these terms of reference bi-annually. The Provost must approve any proposed adjustments.

7. Conflict of Interest

Examiners, whether Internal, Assistant Internal, or External, with personal or professional conflicts of interest should not be appointed to the Board of Examiners.

8. Related Documents

Related Document(s)
MBZUAI Governance Framework
Minutes of Meeting Template
Committee Self-Evaluation Survey
Code of Conduct Policy Manual
Educational Affairs Policy Manual
Registrar's Office Policy Manual
Moderation Guidelines
Student Handbook

9. Board of Examiners Report Template

BoE Reports are a set of University-wide automatically generated reports that deliver insights at department, program, and student levels to enhance decision-making and actions for improvement. BoE Reports can be utilized to:

- Inform and support discussion and ratification of student results at a Board of Examiners.
- Strategically review and analyze a unit's performance across current and historical teaching periods. Course-level reporting includes details across assessments and hurdles (if applicable).
- Identify strategies to support students as per the analysis of their performance across their study.

Content of the Report

Course Code and Name:

Student Numbers:

The BoE meeting date and time:

The BoE members present:

The meeting Quorum:

The BoE meeting materials (were the materials complete and on time):

The Board of Examiners report sections:

1. **Grading and Moderation:**

- Completion of moderation and grading as per guidelines (Y/N)
- The BoE Comments:

2. **Faculty Grade Distribution:**

- The BoE approves the course grades (Y/N)
- The BoE Comments:

3. **Student Performance:**

- The BoE considers student performance against the course CLOs sufficient (Y/N)
- The Dept. Chair and faculty have addressed academic integrity cases: (Y/N/NA)
- The Dept. Chair and faculty have addressed academic appeal cases: (Y/N/NA)
- The BoE Comments:

4. **Incomplete Grades:**

- The BoE acknowledges and approves incomplete grades (Y/N)
- The BoE Comments:

5. Grade Approval:

- Upload Moodle Grade Reports
- The BoE recommends the following students grade approvals: (Y/N/Exceptions)

Student Name:	ID:	Grade:	Comments:

6. The BoE recommendations for future action:

Discussion point	Action	Update on Actions

7. Any other BoE comments:

10. Document Control and Version History Information

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Department	Academic and Student Affairs
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Approved By	
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For Office Use – Keywords for search function	advising, student research, supervisor, supervision

11. Version History

Version number	Person responsible	Date of change	Comments
V01.00	Provost	01/07/2024	First approved version

APPROVALS		
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12. Revision History

Revision number	Date	Description	Comments