

EMERGENCY REGULATIONS FOR EXAMINATION BOARDS

These regulations must be read in conjunction with the [Richmond University Policies](#) and the [Richmond Quality Manual](#).

Overview

1. Examination Boards act in accordance with relevant Richmond policies, procedures and regulations in force for the period under assessment. It is the responsibility of Examination Boards to ensure that the assessment of awards is fair and equitable for all candidates and that the process is undertaken in a timely and effective manner.
2. The University follows a four-stage process of external examining to confirm final grades for courses and final degree classifications:
 - Moderation and Reconciliation Meetings
 - Degree Programme Exam Boards (aka “internal boards”)
 - Formal School Exam Boards
 - The University Examination Board
3. Examination Boards should convene at the scheduled times but in cases where the academic business of the University is significantly disrupted due to unforeseeable circumstances such as natural disaster, disease, acts of terrorism, fire, flood or industrial action, it is necessary to have the Emergency Regulations for Examination Boards in place, which can be enforced by Academic Board.

Operation of Examination Boards

4. If an emergency situation incurs amendments to published dates of the scheduled final examination week or the grade submission deadline, the scheduled times of Moderation and Reconciliation meetings and Examination Board meetings may be changed by the Academic Registrar.
5. The University may allow the Degree Programme Exam Board to assume all responsibilities and obligations of the Formal School Exam Board so long as the relevant External Examiner(s)/Chief Examiner who would have attended the Formal School Exam Board under normal circumstances is able to attend.
6. The University may allow the Moderation and Reconciliation Meetings and Examination Board meeting to convene virtually so that members that can attend and participate remotely.
7. The University may allow changes to the quorum of the Degree Programme Exam Board meeting so long as it is attended by the Chair of the Board, two faculty members of the School and the Academic Registrar (or the nominee).
8. If an External Examiner is not available to undertake an audit of assessments and assessment practices for a course which leads to a final degree classification, Registry

Services should check the most recent External Examiner report to determine if there have been any concerns about the standards or quality of the courses(s) in question.

9. If no issues are identified, the Degree Programme Exam Board may receive confirmation of this, together with assurance that the University's double-marking/internal moderation processes have been applied.
10. The Degree Programme Exam Board may acknowledge the exceptional circumstances and the assurances given, and will receive and formally record the final degree classifications in lieu of the Formal School Exam Board.
11. The Degree Programme Exam Board may recommend final Grade Point Averages (GPAs) and Latin Honours for US awards of all assessed students directly to the University Examination Board.
12. The Degree Programme Exam Board may recommend final degree classifications for UK awards of all assessed students directly to the University Examination Board.
13. If issues are identified as a consequence of checking the External Examiner report, or if it has not been possible to complete double-marking/internal moderation processes, the Associate Deans of the Schools, in consultation with the Department of Quality Assurance and Accreditation (DAAQA), will seek to appoint an appropriate replacement for the unavailable External Examiner.
14. The replacement External Examiner will undertake audit of assessments and assessment practices and submit a written report for the Degree Programme Exam Board. Attendance by the replacement External Examiner will not be required at the Degree Programme Exam Board meeting.

Decision Making at Examination Boards

15. Examination Boards may review specific amendments made to the University procedures regarding the [Mitigating Circumstance Guidance](#) and academic policies relating to student assessments.
16. The University will not change individual academic grades during Moderation and Reconciliation meetings or the Examination Board meetings.
17. The University will not implement a no detriment policy when the Emergency Regulations for Examination Boards are in effect. The University's [UK Degree Classification Policy, Undergraduate](#), [Grade Point Average Policy, Undergraduate](#), [Grade Point Average Policy, Postgraduate](#) and [Completion of Studies and Graduation, Postgraduate](#) will continue in effect.
18. Depending on the impact on learning, teaching or assessment, the University may consider re-evaluation of undergraduate and postgraduate final awards that fall on a borderline zone between degree classifications.

19. The University may consider re-evaluation of grades that were awarded when the Emergency Regulations were in effect, albeit the Emergency Regulations not being in effect when the Examination Boards are being held. This is to ensure that the final awards of the students are not negatively impacted by the changes in mode of teaching, learning and assessment during emergency circumstances.
20. In order to maintain academic standards and secure value of qualifications, the [Grading Policy, Undergraduate](#) and [Grading Policy, Postgraduate](#) will remain in effect and the University will not adopt a pass-fail grading system.

VERSION MANAGEMENT

Responsible Department: Registry Services			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
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