

# Central Film School

**2025-26**

Central Film School

## **Exam & Awards Board Terms of Reference**

### **Section A - Purpose and Structure**

#### **1. Description**

- 1.1. The Exam & Awards Board has delegated power from the Academic Board to determine progression and award of students. Membership and Terms of Reference for the Exam & Awards Board should be reviewed by the Academic Board on an annual basis.

#### **2. Membership**

- 2.1. The below roles, or their designated nominees, form the membership of the Exam & Awards Board.

- Chair – usually Director of Courses & Curriculum
- Secretary
- All Course Leaders for the programmes being considered
- All External Examiners for the programmes being considered
- Validating University Representative

- 2.2. No students may be nominated to be a member of, attend, or take part in, any Exam & Awards Board proceedings. If the Director of Courses & Curriculum is unavailable to Chair the meeting then a senior member of the Academic Team or a suitable nominee may deputise.

- 2.3. A member of the Exam & Awards Board must declare any personal interest, involvement or relationship with an assessed student to the Chair who will decide the appropriate course of action. The Chair must recuse him or herself from consideration of a programme cohort where a conflict is present relating to an interest, involvement or relationship with an assessed student. A suitable nominated member must cover the Chair's duties for the relevant programme. Where this occurs, it will be recorded in the minutes.
- 2.4. All members (or agreed, nominated deputies) should be present for the meeting to be Quorate. On occasion, at the discretion of the Chair, written confirmation from External Examiners of grades and awards may be accepted, whereby moderation is confirmed to have taken place and grades and/or awards are endorsed.

### **3. Reporting Structure**

- 3.1. The Exam & Awards Board reports to the Academic Board.

### **4. Meetings**

- 4.1. The Exam & Awards Board will meet as required to confirm the grades and awards at each level. Usually this is 4 times in an academic year (Level 4, Level 5, Level 6, and Level 7).

## **Section B - Terms of Reference**

### **5. Terms of Reference**

- 5.1. To assess students in accordance with CFS (and if applicable any professional, statutory or regulatory body) regulations for the validated programme of study, and recommend conferment of Falmouth University awards upon students who the Board judges to have fulfilled the objectives of the approved programme of study and achieved the standard required for the award.
- 5.2. To receive final assessment marks from the Pre-Board meetings.
- 5.3. To confirm that the appropriate quality assurance mechanisms underpin assessment practices and the qualification processes.
- 5.4. To confirm there is confidence that the student cohorts have met threshold academic standards for eligibility of the award.
- 5.5. To uphold the confidentiality of the proceedings and ensure all confidential papers are received by the Secretary at the close of the Board.

- 5.6. To have overall responsibility for assessment which contributes to the recommendation of award, including confirming the arrangements for the approval and moderation of initial and reassessment assessment tasks.
- 5.7. To devolve oversight of mitigating circumstances and academic misconduct to the appropriate individual(s) and/or sub-group.

## **6. The Chair**

- 6.1. The Chair must:
  - Ensure that the Exam & Awards Board is quorate to enable the Exam & Awards Board to fulfil its Terms of Reference.
  - Ensure that all External Examiners have been notified that they have a right to attend the meeting and make their recommendations to the Exam & Awards Board.
  - Ensure that awards are conferred in line with the validating university's conditions of conferment and that requirements for appropriate classification are met in full.
  - Ensure that appropriate information is available to the Exam & Awards Board to ensure that it can exercise impartial judgement i.e. student results, decisions regarding mitigating circumstances and any exceptional circumstances arising.
  - Check minutes to ensure that recorded student decisions are a true and accurate record of the Exam & Awards Board meeting.
- 6.2. If circumstances mean a Exam & Awards Board has been unable to make a final decision it is possible to use Chair's action to confirm decisions following a board. However, this should only be used in exceptional circumstances and in agreement with the validating university representative.

## **7. External Examiners**

- 7.1. No recommendation for the conferment of a validated award of the University may be made without the written consent of the approved external examiner(s).
- 7.2. On any matter which the external examiner has declared a matter of principle, the decision of the external examiners shall either be accepted as final by the Exam & Awards Board or shall be referred to the Academic Board.
- 7.3. Disagreements between external examiners shall be referred to the Academic Board or the validating university, as appropriate.

7.4. The external examiner will present a verbal report during the meeting, and will complete and submit a written report within one month of the Exam & Awards Board meeting.

7.5. The external examiner should confirm, during a verbal report at the meeting:

- That they have been able to review a sample of student work from the programmes being considered. External examiners are also asked to comment on the range of assessed material and information provided by the Course Leader on which their report is based.
- That the quality of students' work, their knowledge and skills (both general and subject-specific) is equivalent to their peers on comparable programmes elsewhere. Whether the standards set are appropriate for the award, or award element, by reference to any agreed subject benchmarks, qualifications framework, programme specification or other relevant information.

7.6. In addition, in their verbal report, the external examiner may wish to include a comment about other aspects in their written report, including:

- The strengths and weaknesses of the students
- The quality of teaching and learning, as indicated by student performance
- The quality of the curriculum, course materials and learning resources
- The quality and fairness of the assessments
- The administration of the assessments, operation of examination boards, the briefing they received, their access to essential materials, etc.
- Whether or not all the issues identified in the previous report have been addressed by the institution
- Any other comments

## **8. The Secretary**

8.1. The Secretary must:

- Ensure that the final agenda, and a reminder of confidentiality, is circulated at least one working day before the Exam & Awards Board meeting.

- At the Exam & Awards Board meeting provide that an accessible copy is available of:
  - Minutes of the previous Exam & Awards Board or Reports from the Extenuating Circumstances Panel
  - Report from any Academic Misconduct Panels
  - Mark sheets from the Pre-Board meetings
  - The module guides and other relevant documentation for the programme(s) being considered
  - Relevant Assessment Policy & Procedure
  - The Academic Integrity Policy and Academic Misconduct Procedure
  - The Mitigating Circumstances Policy
- 8.2. After the completion of the Exam & Awards Board meeting that includes the conferment of final awards and classifications, the secretariat must provide necessary documentation required by the validating university to confer the awards.

## **9. The Validating University (VU) Representative**

- 9.1. The primary role of the VU representative is to provide support for boards of examiners or their committees in the continued assurance of academic standards.
- 9.2. Attendance at boards of examiners will also provide the VU an important window on the assessment process for its validated awards. The VU representative will not participate in making academic judgements but will be able to bring their own knowledge and experience of the assessment process to the discussion of outcomes.
- 9.3. VU representatives will respect the autonomy of the institution as it derives from the institutional agreement but will also have concern for the University's obligations and national requirements.
- 9.4. The VU representative will:
  - Observe the conduct of the Board.
  - Provide a source of advice on the interpretation and application of University policies and of guidance offered by QAA in the UK Quality Code and elsewhere.
  - Alert the institution and/or the University to policies, procedures or circumstances which seem likely to impede the effective functioning of the Board or the discharge of their responsibilities by internal or External Examiners.

- Provide feedback to the University which will be included in briefing for institutional review panels.
- Assure themselves and the University that:
  - The regulations of the University have been properly observed.
  - The assessment and qualification processes have been implemented with appropriate quality assurance and control procedures.
  - There is confidence that the precisely detailed cohort of students have met the threshold (academic) standards required for eligibility for the identified award of credit and/or qualifications.
  - Assessments are moderated internally and externally in accordance with approved regulations, and that reasonable adjustments (where applicable) have been approved and applied.

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