

NMITE Assessment Board:



Terms of Reference and Membership

Scope:

The Assessment Board has responsibility for the integrity and quality of NMITE's assessment marks and classifications. It has the status of a standing committee of Academic Council, and as such any changes to its Terms of reference or membership are subject to approval by Academic Council.

Reports to	Academic Council
Frequency of Meetings	As required

Membership

Members	
Chief Academic Officer (Chair)	Professor David Oloke
Director of Student Lifecycle	Mary Kenyon-James
Academic Director	Professor Gary Wood
Programme Lead	Professor Gary Wood (for the interim)
Module Leads (for modules under consideration)	Academic Team
External Examiners	Dr Simon Handley Dr Rebecca Selwyn Dr Sam Fishlock Mr Greg Rowsell Dr David Polson
Quality Assurance Manager (Secretary)	Emma Lewis/ Lucy Stonehouse
In attendance	
Personal Tutors	Academic Team



Quorum

The quorum for the Assessment Board shall be 50% of the committee membership and a simple majority of appointed External Examiners.

Terms of Reference:

Drawing on authority delegated by Academic Council and working within the bounds of the General Regulations, Assessment Policy and Programme Regulations, the Assessment Board is responsible for:

- a) Overseeing arrangements and processes for module assessment;
- b) Receiving the results of all assessments undertaken which contribute towards the award of credit;
- c) Arrangements for retrieval of failure;
- d) Applying General Regulations and Programme Regulations relating to progression and eligibility for reassessment, including where special circumstances are involved;
- e) Reviewing, checking and approving assessment profiles leading to named awards;
- f) Determining awards and degree classification for confirmation by Academic Council;
- g) Ensuring compliance with Professional, Statutory and Regulatory Body (PSRB) requirements as appropriate;
- h) Determining exit awards for students who do not qualify for their intended award, or are unable to continue with their programme of study;
- i) Making decisions regarding the suspension or ending of registration of students who do not meet progression or award requirements;
- j) To consider feedback from external examiners regarding assessment, including areas for development, any cause for concern, and areas of good practice.



Policy Owner	NMITE Assessment Board	
Version Number	N/A	
Date Policy (Re)Approved	August 2023	
Approval authority	Academic Council	
Date of Commencement	August 2023	
Equality Impact Assessment (EIA) completed	N/A	
Amendment History	Date	Reason for Update
	February 2024	Updated membership to reflect new CAO and change to Programme Lead.
	August 2023	Review ahead of NDAPs and removal of references to the Open University.
Summary of changes made to this version	Membership updated to reflect new CAO and change to Programme Lead.	
Date for next review (this would normally be biennial in the summer in readiness for publication as of 1/8 – so please explain any deviation from this)	August 2025	
Related Policies, Procedures, Guidance, Forms or Templates	Academic Council Terms of Reference General Regulations for First Degrees Assessment Policy Module Quality Form	
Policies superseded by this Policy	This replaces previous terms of reference that existed as a validated institution	