Operation of Exam Boards – Dean’s Comments

Within 2 weeks of the Board taking place, please email the completed report to the Deans Administrator, deansadministrator@hw.ac.uk.

<table>
<thead>
<tr>
<th>Dean/Deans’ Representative</th>
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<tbody>
<tr>
<td>Chair of Board</td>
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<tr>
<td>Date of Board</td>
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<tr>
<td>Title and Level of Board</td>
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**Answer all questions to record details of the Board:**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Did the Board follow University and Programme Regulations and Procedures (including HAPS)?</td>
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<td>Had mitigating circumstances been taken into account before the meeting?</td>
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<td>Were all course marks and appropriate paperwork available?</td>
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<td>Was the Programme Criteria reviewed and marks/grades confirmed?</td>
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<td>Was sufficient consideration given to student performance?</td>
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<td>Was fair, consistent and equitable decision-making taken?</td>
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<td>Did the Board adopt a consistent approach for dealing with borderline or non-standard cases?</td>
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<td>Did the Board confirm that, where decisions were taken on courses in the context of the COVID-19 pandemic, they were made under the authority of Regulation 31: Authority of Heads of Schools and Examiners in Exceptional Circumstances? (which should be noted in the minutes)</td>
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</table>

**Further Comments/Issues, if relevant:**

**Any Best Practice/Lessons Learnt to share across Schools, if relevant:**