DOCUMENT DETAILS

Document Name:	**NTU HE Examination Board Procedure**			
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	Governors		Other	
Summary	This document outlines the procedures that must be followed in the operation of the HE exam boards.			

DOCUMENT CONSULTATION & APPROVAL

Consultation person / body	**Date passed**
NA	

Approval body	**Date approved**
HEAB	Oct 25

IMPACT ASSESSMENT

A significant negative impact has been identified in the following area and a full impact assessment / risk assessment is available.

Equality & diversity	No
GDPR	No
Health & safety	No
Safeguarding	No

Friendly version of policy available	No

POLICY CHANGES

Key updates	**Impact**	**Section reference**
2024 Job title update.	NA	All
2025 Addition of updates June 2025 https://www.ntu.ac.uk/media/documents/policies/academic-quality-handbook/Changes-to-202425-NTU-Quality-Handbook.pdf	NA	Key Responsibilities
Job title updates	NA	All

Key Purpose and Objectives

This document outlines the processes and procedures that must be followed in the operation of Higher Education Examination Boards. The procedures allow the College to assure itself that its requirements for the conferring of Higher Education awards reflect its commitment to rigorous and ethical practice, as a principle in itself and as a means of maintaining public confidence in the College's Higher Education provision.

For advice and guidance in relation to examination boards, you should contact the HE Office.

Key Responsibilities

The Assistant Principal of Higher Education:

- Establish and review policy
- Advise on guidelines and procedures
- Chair Examination Boards

Heads of Centre, Faculty Area Managers and Curriculum Managers

- Assure compliance with examination board processes and requirements

Course Leaders

- Responsible for providing clear, accurate and timely information in line with the examination board procedures

NTU's Quality Handbook 2024/25 updated September 2023 https://www.ntu.ac.uk/about-us/teaching/academic-development-and-quality/quality-handbook and with amendments made in June 2025 https://www.ntu.ac.uk/media/documents/policies/academic-quality-handbook/Changes-to-202425-NTU-Quality-Handbook.pdf sets our rules to award decisions and classifications. Sections 16 of the Common Assessment Regulations is referred to especially sections 16A and 16B to ensure parity with conferment in accordance with other NTU programmes. This is to demonstrate the extent to which all students considered at this Board have achieved their respective award.

NTU Higher Education Examination Boards 2025-26
Information and Guidance

This guide and associated documents aim to assist colleagues in their preparation for HE Examination Boards. Contact the HE Team for any additional assistance.

1. Purpose and Procedures

- **Summer Examination Boards** will be held week commencing 29/06/2026. (See HE Examination Board 2026 Procedures attached as Annex 1);

- **Autumn Referral Examination Boards** for all Faculties for consideration of students referred at the summer boards. To be held week commencing 31/09/2026. The schedule will be produced and circulated during the Autumn term of 2025.

2. Examination Board Schedule 2026

Schedule for diary noting and information of External Examiners will be circulated in the new academic year. (*See exemplar schedule attached as Annex 2).* Course Leader should contact their External Examiner and University Academic Liaison to plan for visits and diary attendance at Examination Board.

3. Pre-examination Boards

All Faculties are requested to hold pre-examination boards to review student results, including claims for Special Consideration, intercalations, academic appeals, and cases of academic irregularity in preparation for announcement of results and recommendations at the Exam Boards.

- The Quality Team should be invited to your pre-examination board, to provide advice and guidance on regulations as required. Your pre-examination board should be scheduled for the week commencing 13/06/2026, or earlier at availability of attendees.

4. Results Spreadsheets – completion by Course Leader

Final results for completion on EBS Awards Manager by course leaders are available on the network in the shared drive provide by the Examinations Manger. Course Leaders to liaise with the Examinations Manager regarding access and completion.

Deadline for completed results spreadsheets to Awards Manager:

Summer Exam Boards – 1 week prior to board date
Autumn Exam Boards – 1 week prior to board date

Notes:

(1) **Decision sheets** recording Examination Board decisions and the Conferment of Awards document will be generated at the Boards by the Examinations Manager.
(2) **Special Consideration claims:** For record purposes evidence of any applications for Special Consideration received during the academic year is to be made available to the Examinations Manager and Recording Officer prior to the Board sitting.
(3) **Intercalation:** Decisions on intercalated students will only be noted where a full audit trail is available following the college's formal intercalation process.
(4) **External Examiner non-attendance at Examination Board:** Prior to announcement of results for ratification the Course Leader is to present to the Examinations Manager *Proforma A: External Examiner Non-Attendance, Confirmation of Results,* for any External Examiner who has notified the HE Office of their expected non-attendance at the Examinations Board. On behalf of the absent External Examiner the Course Leader will also present a brief

statement on the outcomes of the summer moderation visit, for record purposes (See also section 6 below).

5. Examination Board Decisions - Results notification to students

The HE Team will be responsible for notifying all students of Examination Board decisions. All notifications, for example, Pass and Progress, Pass and Graduate, Referral, will be sent to students within 10 working days of the Examination Board being held. Referred students will be instructed to contact their Course Leader for full details of work outstanding to enable completion by the given deadline.

Any student who has been confirmed to receive a Curriculum Prize and/or to receive a Letter of Commendation will be contacted by the Head of Faculty.

6. Examination Board Decisions – Submissions for certificate production

The Examinations Manager will send signed Conferment of Awards forms to NTU.

NTU validated courses: If an External Examiner is not present at the Examination Board to avoid delay a copy of the Conferment of Awards form will be submitted to NTU electronically with the original signed form posted when available. For audit purposes absent External Examiners will also be required to confirm involvement in the assessment of students by completing *Proforma B External Examiner Non-attendance Confirmation of Results* when returning signed Conferment of Awards documentation to the Examinations Office.

7. Resit deadlines

Resit examinations by arrangement with the Examinations Manager to be held discussed at Exam Boards.

Final date for receipt of resit student work: Monday 10/08/2026.

APPENDIX 1

NTU HIGHER EDUCATION EXAMINATION BOARDS PROCEDURES

1.0 WELCOME AND INTRODUCTION

- Chair to welcome attendees
- Invite introductions
- Attendance List to be signed
- Note any apologies for absence
- Minutes of previous Exam Boards (Summer and Autumn 2025)
- Declaration of interest – members to declare any personal interest, involvement or relationship with a student being assessed, for noting in minutes/request to withdraw.

2.0 MEMBERSHIP OF EXAMINATION BOARD

The membership of an Examination Board is:

(i) Assistant Principal Higher Education (Chair)
(ii) Quality Manager HE and Adult
(iii) Member of the HE/Quality team who may act as Deputy Chair and minute taker
(iv) Course Leader
(v) Internal Assessors for modules to be taken into consideration
(vi) Head of Centre/Faculty Area Manager/Curriculum Manger for curriculum area
(vii) Representative from the validating University
(viii) External Examiner
(ix) Representative from the Examinations Office
(x) Recording Officer.

The quorum of a meeting of an Examination Board is:

(i) Chair or Deputy Chair
(ii) The Course Leader
(iii) At least two others taken from (iv) to (viii) above.

3.0 PURPOSE AND GENERAL PROCEDURES

3.1 The purpose of the Examination Board is to formally announce and record those students who have passed their course of study this academic year who will either be progressing to the next level or graduating.

3.2 Notification to students of ‘Pass and Graduate’ or ‘Pass and Progress’ will be sent out centrally by the HE Office within 10 working days of the Examination Board being held.

3.3 In cases where students have not yet completed all set work or achieved all necessary learning outcomes, the Examination Board will agree actions to be taken.

3.4 Where students have not passed their current year the HE Office will send notification, within 10 working days of the Examination Board being held, detailing the modules/units outstanding. Precise details of additional work required and conditions under which they may still be able to pass the level will be notified to all students by the Course Leader within 10 working days of the Examination Board (letter template will be made available for use as required).

3.5 The Examinations Manager will record the decisions and arrange appropriate certification. The Examinations Office will retain certificates for any student having outstanding fees until debt is discharged.

3.6 The recording of minutes of the Examination Board will be "by exception," with details of non-passing or debtor students recorded.

3.7 The Course Leader will initiate withdrawals following the Examination Board's decision through EBS.

3.8 **Course Leaders should refer to their previous year's Examination Board minutes and decision lists for any students recorded to be brought to the June 2025 examination board for records to be completed, including students recorded as "Progress with Referral".** Such cases to be notified to the Examinations Manager, cc Higher Education Business Manager, for incorporation into results spreadsheets and any appropriate supporting documentation supplied to the Examination Board.

3.9 To ensure that all students across different Faculties are treated fairly and equitably, and actions applied consistently, the Assistant Principal Higher Education will be attending all Higher Education Examination Boards.

4.0 SPECIFIC PROCEDURES FOR ALL EXAMINATION BOARDS

4.1 Course Leaders to read through class lists and announce results for their own course:

- Students who have completed their level of study:
  - student name;
  - whether Pass and Progress/Pass and Graduate;
  - recommended classification as appropriate

- Students who have not completed their level of study:
  - student name;
  - Module/Unit number of all referred modules

Chair to announce decision regarding resubmission and deadline to be met (see section 3.3)

Students being recommended for Letter of Commendation to be announced at time of presenting for ratifications of results (see section 9).

4.2 The Examinations Manager will electronically record all students with Pass and Progress/Pass and Graduate/Referred status on Decision Lists. The decisions recorded electronically will be confirmed and documents printed ready for signature. The Decisions Lists, and Conferment of Awards Lists (for NTU validated courses), will be signed by the Chair, Course Leader, External Examiner/University Academic Liaison, as appropriate, and by the Examinations Manager, to record approval of the grades awarded. If the External Examiner for NTU validated courses is not present the Examinations Manager will send the documents electronically for signature prior to forwarding to NTU; documents containing original signature to be forward to NTU when available.

5.0 ASSESSMENT GUIDELINES – REFERRED WORK

In line with assessment guidelines (see Assessment Guidelines for Higher Education Students 2025):

5.1 **Any first-year student** who has a deficiency of 60 credits or more (for an FdA or BA course) will not normally be allowed to resit examinations or submit coursework and will not be allowed to progress to year 2 of the course.

5.2 **Any final year student** who has a deficiency of up to 60 credits (for an FdA or BA course) will not normally be given the opportunity to re-sit examinations or resubmit coursework.

6.0 STUDENTS WITH OUTSTANDING WORK

6.1 To be contacted by Course Leader using a letter template available on the network to advise of specific outstanding items and deadlines to be met; these cases to be brought forward for decision at the Referral Examination Board to be held week commencing **31/08/2026.**

6.2 Outstanding work to be completed over the summer to be submitted by Monday 10th August 2026. Depending on the amount of outstanding work and previous demonstration of commitment or exceptional circumstances, where agreed by the Examination Board students might be advised to repeat the level or be withdrawn.

6.3 Resit examinations by arrangement with the Examinations Manager to be discussed in Exam Boards.

7.0 OUTSTANDING FEES

7.1 After consideration of grades for each course, the Examinations Manager will advise of any outstanding fees.

7.2 Students with outstanding fees will not be allowed to graduate.

7.3 Students who have passed Year 1 will not be allowed to enrol on Year 2 of the course until all fees have been paid.

7.4 Notification to students with outstanding debts will be sent out centrally by the HE Team.

8.0 COMMENTS BY EXTERNAL EXAMINER/UNIVERSITY ACADEMIC LIAISON

External Examiner and University Academic Liaison will be invited to present feedback after the results have been announced. In the absence of the External Examiner the Course Leader to present a short report on their behalf for noting in the minutes.

9.0 COMMENDATIONS

Nominations will be invited for letter(s) of commendation; to be sent to successful students by the Head of Centre. Course Leaders should ensure these are discussed at the Faculty's pre-examination board, ready for announcing nominations when student results are ratified.

10.0 FACULTY ACHIEVEMENT PRIZE AND CHIEF EXECUTIVE OFFICER'S AWARD

10.1 After all grades have been considered, nominations will be invited for one student to be awarded the Faculty Prize in recognition of Academic or scholarly excellence or outstanding achievement.

10.2 Nominations for Faculty Prize should be considered by course teams and presented to the Examination Board following the recording of all the Faculty's results. **In cases of several nominations, the Head of Centre, Faculty Area Manager and lecturers should discuss the merits of each at their pre-examination board ready for the recording of their choice at the Examination Board.**

Guidance for selecting Prize Categories

for '**Academic or Scholarly Excellence'** - nominees could demonstrate:

- achieving a First Class Honours degree (or Distinction at FdA level);
- an exceptional achievement in a piece of work (such as a major project or dissertation);
- maintaining an exceptional grade profile
- presenting or publishing original research to a wider audience.

for '**Outstanding Achievement'** - nominees could demonstrate:

- an achievement or contribution to the life of the community (this could be on or off-campus - such as volunteering);
- an achievement or contribution connected to an activity (such as in sport);
- being exceptionally supportive to their fellow students;
- having triumphed over adverse personal circumstances to succeed (even if other students have received technically higher grades);
- that they have markedly progressed and developed during their studies.

10.3 Notification to be sent to student by Head of Centre following confirmation of choice.

10.4 The HE Office will collate a list of all Faculty Prize winners and submit to the Chief Executive Officer for a decision on the "Graduate of the Year" Award presented at Graduation. The HE Office will advise the recipient of the Award.

APPENDIX 2

HE Examination Boards: Academic Year 2025-26

Schedule for NTU VALIDATED COURSES

Week commencing 29th June 2026

Venue: Nottingham College, Adams Campus- note attendance is also available through Microsoft Teams

***Wednesday 1st July* 2026**

Date	Time	Faculty	Course	AP/HoF	Course Leader	EE	University ALT
Wednesday 1st July EB1	**9.30am-10.am**	Art	**BA (Hons) Art and Design (Fashion) (Fine Art) (Graphics)**	Vickie Nardoni / Rose Tucker	Elizabeth Libor	Steve Fossey	Annie Watson
		Art	**FdA Fine Art**	Vickie Nardoni / Rose Tucker	Denise Weston		

Date	Time	Faculty	Course	AP/HoF	Course Leader	EE	University ALT
EB2	**10.30 am – 11.00 am**	Fashion	**BA (Hons) Fashion**	Vickie Nardoni / Katie Freeman	Harriet Kjelmann	Janine Dixon	Annie Watson

Date	Time	Faculty	Course	AP/CM	Course Leader	EE	University ALT
EB3	**11.15am-12.00pm**	Performing Arts	**BA (Hons) Performing Arts**	Robin Atherlay/ Rebecca Mann	Cameron Foster	Phil Green	Annie Watson

Date	Time	Faculty	Course	DHoC/FAM	Course Leader	EE	University ALT
EB4	**1.00pm-1:45pm**	Education	**FdA Early Years Studies**		Sarah Poultney	Sarah Roeschlaub	

							Michelle Bramley-Brookes
			FdA Supporting Teaching and Learning in School		Sarah Poultney		

Higher Education Examination Board required attendance:

Assistant Principal Higher Education	**Chair**
Quality Team nominee (where possible)	**Deputy Chair / Exam Board organisation**
Assistant Principal	
Head of Faculty/Curriculum Manager (where possible)	
Course Leader	**Prepares and presents student achievement**
All Module Leaders	**Advise on special circumstances/agree actions**
Examinations Manager	**Records decisions**
Recording Officer	**Official Record**

Important dates for diary:

Final date for receipt of resit student work – Monday 10th August 2026; 12 noon.

Resit Examinations for NTU validated courses:
To be held confirmed in Boards. Venue: Basford NSEC building

Final Examination Board prior to Graduation to be held on Wednesday 2nd September 2026; 9.00 am to 5.00 pm. Basford Campus
This will be a composite Examination Board for all courses. Schedule for courses/required attendance at this referral board will be distributed during August 2026

Graduation Day.

APPENDIX 3

HIGHER EDUCATION REFERRAL EXAMINATION BOARDS

Wednesday 2nd SEPTEMBER 2026
NSEC, Basford Campus

PROCEDURES

1.0 WELCOME AND INTRODUCTION

- Chair to welcome attendees
- Invite introductions
- Attendance List to be signed
- Note any apologies for absence
- Minutes of previous Exam Board (June 2026)
- Declaration of interest – members to declare any personal interest, involvement or relationship with a student being assessed, for noting in minutes/request to withdraw

2.0 MEMBERSHIP OF EXAMINATION BOARD

The membership of an Examination Board is:

(i) Assistant Principal Higher Education (Chair)
(ii) Quality Manager HE and Adult
(iii) Member of the HE/Quality team who may act as Deputy Chair and minute taker
(iv) Course Leader
(v) Internal Assessors for modules to be taken into consideration
(vi) Assistant Principal/Head of Faculty/Curriculum Manger for curriculum area
(vii) Representative from the validating University
(viii) External Examiner
(ix) Representative from the Examinations Office
(x) Recording Officer.

The quorum of a meeting of an Examination Board is:

(i) Chair or Deputy Chair
(ii) The Course Leader
(iii) At least two others taken from (iv) to (viii) above.

Note: External Examiners/University Academic Liaison not normally in attendance at Referral Exam boards but may join virtually.

3.0 PURPOSE AND GENERAL PROCEDURES

3.1 The purpose of the Referral Examination Board is to consider those students whose work had been referred at the first Faculty Examination Board held week commencing 29/06/2026. Minutes at that Examination Board were taken 'by exception', with details of non-passing or debtor students recorded.

3.2 Following the first Faculty Examination Boards letters had been sent by the HE Office notifying students who had been approved to 'Pass and Graduate' or 'Pass and Progress'. The HE Office had also sent out letters to students who had been referred notifying them of the decision, module/unit details and conditions under which they may still be able to pass the level. Curriculum staff had then contacted individual students with specific details of additional work required.

3.3 The procedure for the Referral Examination Board would be to consider details of each referred student and to receive an update on progress. A decision would then be made as to whether the student would be able to pass the course/level, be withdrawn or have to submit further work. This would usually be by Chairs action. These results to be brought to the Summer 2027 HE Examination Boards for recording. Where circumstances dictated, the category of "Pass with Referral" would be recorded for students who had completed sufficient work to allow progression to Year 2 while still having work outstanding from Year 1. **Note: Students with outstanding fees will not be allowed to graduate. Students who have passed Year 1 will not be allowed to enrol on Year 2 of the course until all outstanding fees have been paid.**

3.4 Course Leaders to liaise with the Examinations Manager to update spreadsheets and decisions lists detailing referred students to be considered. ***Important note: Ensure that NTU validated course decision lists correctly detail student legal names as enrolled and registered with NTU.***

3.5 **Course Leaders to confirm that External Examiners have agreed grades put forward for consideration.**

3.6 The Examinations Manager will record the decisions electronically, obtain signatures on printouts and arrange appropriate certification. For NTU validated courses, all certificates to be requested by Examinations Manager from NTU's Centre for Academic Development and Quality (CADQ); Examinations Office to retain certificates for any student having outstanding fees until debt discharged.

3.7 For completeness, the decisions of the Referral Examination Board will be recorded in the minutes in addition to the First Examination Board record.

3.8 The University Centre will send out a notification letter to all students confirmed to 'Pass and Graduate', 'Pass and Progress' or 'Pass with Referral' within 10 working days. Note: Curriculum staff to communicate with 'Pass with Referral' students regarding the detail of any work still to be completed.

3.9 The Course Leader will initiate withdrawals following the Examination Board's decision through EBS.

3.10 Following the Referral Examination Board, in accordance with NTU's requirements, the Examinations Manager will process all Conferment Lists to External Examiners for signature prior to submission.

3.11 Course Leaders to access EBS to check numbers of first year students rolled over to the second year and particularly to check that any withdrawals have been actioned.

3.12 To ensure that all students across different Faculties are treated fairly and equitably, and actions applied consistently, the Assistant Principal of Higher Education will be attending all Higher Education Examination Boards.

4.0 SPECIFIC PROCEDURES FOR RESULTS REPORTING

4.3 Course Leaders to read through class lists and announce results for their own course:

- Students who have completed their level of study:
  - student name;
  - whether Pass and Progress/Pass and Graduate;
  - recommended classification as appropriate

- Students who have not completed their level of study:
  - student name;
  - Module/Unit number of all referred modules
  - Chair to announce decision regarding resubmission and deadline to be met for any student still having work to be completed (see section 3.3)

5.0 ASSESSMENT GUIDELINES – REFERRED WORK

In line with assessment guidelines (see Assessment Guidelines for Higher Education Students Oct 2024):

5.1 **Any first-year student** who has a deficiency of 60 credits or more (for an FdA or BA course) will not normally be allowed to resit examinations or submit coursework and will not be allowed to progress to year 2 of the course.

5.2 **Any final year student** who has a deficiency of up to 60 credits (for an FdA or BA course) will not normally be given the opportunity to re-sit examinations or resubmit coursework.

6.0 FACULTY PRIZE

6.1 For any Faculty who had not made a nomination at the first Examination Boards: After all grades have been considered, nominations will be recorded for student chosen to receive Faculty Prize. In cases of several nominations, the Assistant Principal/Head of Faculty/Curriculum Manager and lecturers should discuss the merits of each prior to attendance at Referral Exam Board. For detailed selection criteria see page 8.