

Higher Education Award Board

Terms of Reference

Delegated Authority and Purpose	This is a Burton and South Derbyshire College internal meeting responsible for considering student progression and attainment in accordance with the Burton and South Derbyshire College Assessment policies and to confer awards of awarding organisations, upon those who have fulfilled the learning outcomes of an approved programme of study and achieved the standards required for an award. Actions affecting quality and standards should be referred to Quality and Performance (as appropriate).
Main responsibilities	<ol style="list-style-type: none"> 1. To consider whether students have passed all of the requirements of their programme of study and have achieved a standard that concurs with a consistent national standard of awards. 2. To apply the assessment regulations in the light of the College requirements and to ensure fairness and parity to students. 3. To consider the students' overall profile in accordance with the standard assessment regulations, agree progression, awards or reassessment and be responsible for the agreement of award outcomes to be deliberated by the Board. 4. To confirm unit marks, including any exceptional adjustment of marks undertaken by the Board in the light of discussion on moderation or mitigation affecting whole unit cohorts. 5. To discuss the validity, severity and timing of individual students' circumstances and to consider the mitigating circumstance in light of the individual student profile. 6. To note outcomes of any Academic Offences decisions and Recognition of Accredited Prior Experience and Learning (APEL). 7. To consider whether a student has satisfied any additional requirements as specified for awards including placements and other requirements for professional recognition or accreditation for employment or practice. 8. To consider any matters raised by External Examiners.
Duration	Permanent
Chair	Director of Quality (or nominee)
Deputy Chair	None
Management and Support	Curriculum Administrative staff as arranged by the relevant Department

Membership	<ul style="list-style-type: none"> • Assistant Principal and Dean • Director of Quality or nominee (Chair) • Deputy Director of Curriculum (or equivalent) • Curriculum Team Leader(s) (or equivalent) • Programme Leaders • Higher Education Personal Tutor • Unit Leaders/Teachers (or representative) or other staff with overall responsibility for the assessment of the qualification • Independent Member (where required) drawn from Quality and Performance.
Quorum	<ul style="list-style-type: none"> • Assistant Principal and Dean • Director of Quality or nominee (Chair) • Programme Leaders • Higher Education personal Tutor • Unit Leaders (or representative) or other staff with overall responsibility for the assessment of the major subject components (such responsibility to be defined by the Chair) • Curriculum Administrative support
Usual Number of Meetings	Minimum of 2 per year for all Higher Education programmes
Reporting Line	By exception to Quality and Performance
Minutes	Saved in the appropriate Microsoft Team for Higher education and Curriculum and Quality folders.