

Assessment Board



Terms of Reference and Membership May 2026

Purpose

The Assessment Board is responsible for the approval of student marks/grades, student progression and final awards, according to the responsibilities delegated to the College by Pearson.

For programmes within its jurisdiction, the Board's function shall be to:

1. To approve student marks/grades for modules or units within these courses.
2. To ensure students have met the requirements of the course and unit before being permitted to progress to the next stage of the course.
3. To recommend the final awards to be made to students.
4. To approve the referral and deferral of student assessment.
5. To receive the reports and recommendations of the External Examiner, and to note actions taken in response to previous External Examiner reports.
6. To ensure that the College's marking, second marking, internal verification, extenuating circumstances and other assessment procedures have been carried out or followed properly.
7. To receive and act upon findings from Academic Misconduct hearings.
8. To identify good practice and make recommendations for the enhancement of assessment processes and procedures.
9. To receive and note any Chair's Actions taken in between Board meetings.
10. To discuss, report and make recommendations on other matters that are within the Board's remit.

Limitations

Unit or module grades are subject to scrutiny by the External Examiner.

Quoracy

The Chair (or their Deputy) and at least half of the membership, including at least one independent member not involved in teaching the cohort.

Reporting

A summary of grade outcomes should be reported to Academic Council.

Composition and membership

The standing membership and composition of the Committee are as follows:

Role	Member
Chair	TBC, Academic Director
Deputy Chair	Kishoree Chavan, Head of Programme: Computing
Members	TBC, Head of Programme: Business
	TBC, Operation/Admin Manager
	Neha Choudary, Internal Verifier and Lecturer
	Umesh Parihar, Internal Verifier and Lecturer
	TBC, Quality Representative
Secretary	Kishoree Chavan, Exam Officer

Document History

Version	Date	Details	Author	Approved
1.0	1 st May 2026	Document drafted	Head of Centre	TBC