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SECTION 26:

EXAMINERS ’ MEET INGS

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relevant Support Centre Manager or Henley Business School Director of Administration will appoint a
Secretary.
The Programme Examiners will normally hold a preliminary meeting (in person or online) which will focus
on an internal review of marks in order to identify and resolve any potential issues; External Examiners
will not be expected to attend. It is a requirement that a final meeting (in person or online) is held to
make recommendations in respect of awards, which the External Examiners should normally attend.
This does not preclude Programme Examiners’ meetings being held at other points in the assessment
cycle where this would serve a purpose. Teaching staff in the School/Department, including those at
branch campuses, have the right to attend the preliminary and final meetings and to participate fully in
the consideration of marks and results, and should be encouraged to do so.
In the case of Master’s programmes and in the case of results considered out of the normal cycle,, the
Chair of the relevant Programme Examiners’ meeting may exceptionally agree that External Examiners
convey their views to the Examiners’ meeting by correspondence, provided they are available for
consultation during or after the meeting.
26.1.3 Quorum
A Programme Examiners’ meeting shall normally be deemed quorate if at least half of the Internal
Examiners whose programmes are being considered are present, provided that the remaining Internal
Examiners are available for consultation l. With the prior agreement of the Chair, an alternate may be
nominated to attend or be available for consultation in place of an Internal Examiner. In the event that a
meeting is inquorate, the meeting should be postponed and reconvened at the earliest opportunity. In
the event of postponement due to inquoracy, the relevant Teaching and Learning Dean and the Head
of Exams and Graduation should be informed immediately. In exceptional circumstances, the relevant
Teaching and Learning Dean has the power to suspend the quoracy of the Programme Examiners’
meeting.
It is a requirement that the External Examiners contribute to the Programme Examiners’ meeting which
determines the final recommendations of results. In the case of unavoidable absence, the External
Examiners may convey their views to the Programme Examiners’ meeting by correspondence or email.
26.1.4 Procedures
Advance notice of a Programme Examiners’ meeting should be given to those with a right to attend.
Information presented to the meeting and all discussion of candidates and results is strictly confidential
to the meeting and to those staff of the University who have good reason to be provided with such
information. Unless it is impracticable, students should remain anonymous until the results have been
determined by the Programme Examiners’ meeting. For more information on anonymity during
marking and moderation, please refer to Section 10.1 of the Assessment Handbook.
Examiners and those attending the meeting are required to disclose to the meeting any conflict of
interest. It should be noted that the University does not permit any member of staff who is in an
intimate relationship with or closely related to a student to be directly professionally involved in
assessing or examining that student. Provisions relating to such cases are included in Section 4.3 of the
Assessment Handbook.
The meeting will receive any relevant decisions of the University Standing Committee on Special Cases
(USCSC), in accordance with the Policy on and procedures relating to exceptional circumstances (Section
13 of the Assessment Handbook).
The Programme Examiners should have access to: the Assessment Handbook, and in particular the
sections that relate to the classification rules for the awards under consideration and any relevant

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programme-specific classification conventions. Module-level and programme-level statistical data will
normally be available to the Programme Examiners.
The meeting should be advised of any changes to procedures, any particular circumstances affecting a
specific assessment for a module, and

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26.1.5 Joint programmes

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Business School administrative team or the ISLI programme administrative team, as appropriate, shall
attend the meeting.
26.2.3 Quorum
A meeting of the University Progression/Awarding Board shall normally be deemed quorate where the
Chair and an Internal Examiner from each of the relevant Schools is present. However, the Chair may
exercise their discretion not to proceed with a meeting if they consider that attendance is not adequate
to ensure that decisions are appropriately informed.
In the event that a meeting is inquorate, the meeting should be postponed and reconvened at the
earliest opportunity. The Pro-Vice-Chancellor (Education and Student Experience) should be informed.
In exceptional circumstances, the relevant Teaching and Learning Dean has the power to suspend the
quoracy of the University Progression/Awarding Board.
26.2.4 Procedures
The dates of University Progression/Awarding Board meetings are published in advance in the