

## **Classification and Assessment Review Board – Undergraduate (a standing committee of the Senate)**

### *Terms of reference*

1. To consider those non-standard decisions taken by Lancaster University undergraduate examination boards (i.e. those taken not using the arithmetic interpretation of the assessment regulations).
2. To ensure that these decisions do not compromise the academic standards of Lancaster awards.
3. To ensure that there is consistency of treatment across the institution in terms of non-standard decision-making.
4. To recommend decisions to the Senate for formal approval.
5. To identify areas of assessment regulation and practice for review and to draw these to the attention of the Academic Quality and Standards Committee.

### *Committee Composition*

#### *(ex officio)*

Vice-Chancellor  
Pro-Vice-Chancellor (Education) (Chair)

#### *(appointed)*

two members from each Faculty

#### *(in attendance)*

Academic Registrar  
Head of Assessment, Awards and Timetabling  
University Academic Dean (or Deputy)  
Assessment and Awards Manager

Member of Strategic Planning and Governance as Committee Secretary

### *Procedures*

Faculty members will be nominated by the Faculty Dean, and will be drawn from those persons with relevant experience and/or a position relating to assessment. It would normally be expected that the two faculty members would reflect the diversity of the student population (for example different genders).

A meeting will be formally scheduled into the timetable of meetings each year in the period after the examination boards complete their work but prior to publication of results. However, should it not be required the meeting is not required to be held.

Other meetings can be arranged ad hoc and as required.

The Head of Assessments, Awards and Timetabling will prepare the paperwork, working with the Chair and Secretary.

Decisions will normally be reviewed using the available paperwork. However, in exceptional circumstances, and at the discretion of the Chair, a representative from the examination board can be invited to present the decision and its rationale.

Should a decision under consideration involve an examination board with which a member of the Board is connected (i.e. from the same academic department), that member can be present for the discussion but will not take part in the determination.

All decisions will be referred to the Vice-Chancellor for formal approval on behalf of the Senate and will be reported, for information, to the next Senate.