

## DEPARTMENTAL ASSESSMENT BOARD POLICY

### 1 Introduction

The Department Assessment Board (DAB) Policy relates to all courses validated by Sheffield Hallam University including those delivered at partner organisations.

Awards of the University are formally conferred by the University Academic Board. Academic Board has delegated to DABs, acting on its behalf, the conferment of awards and credit on individual students, subject to University regulations and policies and course specific requirements.

DABs operate alongside Departmental Boards (meetings operate separately not concurrently).

### 2 Purpose and responsibilities

Colleges are responsible for the establishment of DABs. It is the responsibility of each Head of Department annually to approve the membership for each DAB and to determine that each board is properly constituted with a Chair and External Examiner.

The purpose of DABs is to provide accurate results to students who are:

- progressing to the next level of study
- continuing to the next academic year on the same level of study
- achieving an award

For semester 1 modules, DABs will meet in order to ratify marks.

The responsibilities of DABs are to:

- ensure that assessment has been conducted in accordance with the current course document and approved module descriptors
- ratify the final moderated marks for each course
- ratify individual student assessment profiles leading to progression, continuation and award (including deeming students to be withdrawn)
- ensure that the assessment of students has been conducted in accordance with University regulations (and PSRB requirements where appropriate)
- address quality assurance issues relating to assessment delivery and processing which require immediate attention, e.g. scaling
- identify quality assurance issues requiring review for referral to Departmental Boards, e.g. modules with high referral rates

DABs are where marks are ratified prior to the publication of final results to students. Marks cannot be changed after this point unless there has been:

- an input error
- a mathematical error in the grading
- a material error in the assessment process which has affected students

### 3 Constitution and role

Constitution	Role
Chair - Head of Department, or exceptionally nominee (as agreed by the Dean of College)	<ul style="list-style-type: none"><li>• Managing conduct and business of the Board in line with agreed procedures.</li><li>• Oversight of assessment across programmes.</li><li>• Oversight of adherence to regulations and academic frameworks.</li><li>• Oversight of External Examiner contribution.</li></ul>
A Course Leader for every course, or nominee	<ul style="list-style-type: none"><li>• Presentation of student result profiles and reporting of any issues with student profiles by exception.</li><li>• Confirmation that assessment has been conducted in accordance with regulations, current course document, module descriptors and academic frameworks including moderation.</li></ul>
Module Leaders for all modules being considered at the DAB	<ul style="list-style-type: none"><li>• Reporting of any issues with assessment of modules (including scaling), by exception. Otherwise assume module assessed in accordance with regulations, module descriptor and academic frameworks including moderation.</li></ul>
Head of Academic Administration or nominee	<ul style="list-style-type: none"><li>• Oversight of compliance with regulations and processing of assessment.</li></ul>
Course External Examiners	<ul style="list-style-type: none"><li>• Oversight of adherence to regulations.</li></ul>
Secretary (from Academic Administration)	<ul style="list-style-type: none"><li>• Organisation and recording of decisions.</li></ul>

In order for the DAB to be quorate, the meeting must include:-

- Chair
- A Course Leader
- An External Examiner (via prior communication if unable to attend)
- Secretary

In the event that a reassessment DAB is convened at College level, then the constitution will follow that outlined in Annex A.

### 4 Timing and conduct of Assessment Boards

Meetings of DABs take place at a specified pre-communicated date that is most sensible for the timely progression and award of students following each assessment period.

DABs operate under a code of strict confidentiality and in a fair and impartial manner. Board members must inform the Chair of any personal or professional interest, involvement or relationship with a student being assessed at the meeting.

### 5 Operation of Assessment Boards

Further operational details can be found in the [Departmental Assessment Board Procedures](#).

Meetings of DABs are the culmination of assessment processes which take place leading up to the Board. Assessment processes include an opportunity for academic staff to undertake comparative analysis of marks and performance between modules and between cohorts of students.

Any anomalies in assessment processes (e.g. scaling of marks - see Section 8 of the [Policy for the Verification of Assessment and Standardisation and Moderation of Marking](#)) are discussed with the Course External Examiner and recommended to the DAB.

The Chair can be given delegated authority by the DAB to take action outside of the meeting should justifiable circumstances arise.

## 6 Course External Examiners

Through their attendance and participation in DABs, External Examiners verify the standards of the University's awards. External Examiners also ensure that assessment processes are sound, consistent and fairly operated in line with University Assessment Regulations and related policies. DABs should seek the views of External Examiners and discuss any issues which may inform the immediate business of the Board. External Examiners may be consulted by the Chair of the DAB as appropriate to verify that academic standards are secure. The External Examiner may wish to raise issues relating to module or course assessment, delivery and/or performance and may wish to give further advice in relation to these areas.

The role and responsibilities of Course External Examiners is available [here](#).

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	Revisions to Annex B	January 2021	Head of Student Policy and Compliance
	Removal of Annex C – Foundation Provision boards	January 2023	Chair of Teaching Quality Committee

## **ANNEX A**

### **College Reassessment DAB**

A College may elect to convene a DAB to consider reassessment marks due to:

- The small number of students who are undergoing reassessment
- The availability of all course leaders outside of term time
- The desire to process progression decisions in sufficient time prior to the start of the next academic year.

In order for the DAB to be quorate, the meeting must include:

- Chair - Associate Dean, Teaching and Learning (or nominee)
- At least one academic representative from each Department that has marks/students under consideration, who has been appropriately briefed on the assessments
- Relevant External Examiner (via prior communication if unable to attend)
- Secretary to represent the Director of Student and Academic Services

## ANNEX B

### Degree Apprenticeships

#### **Responsibilities**

As well as the Department Assessment Board responsibilities, there are additional responsibilities relating to students on Degree Apprenticeships. These are the responsibility of Apprenticeship Progression Boards (APB).

The additional responsibilities are:-

- To monitor progress against the relevant apprenticeship framework or standard in accordance with Education and Skills Funding Agency (ESFA) funding and monitoring rules. This includes:-
  - off the job learning
  - attendance
  - employer engagement
  - knowledge, skills and behaviour
  - Gateway requirements
  - End Point Assessment outcomes.
- To identify students who require intervention in order to close the attainment gap for referral to the relevant department/committee.
- To ratify individual students who meet the required prescribed criteria to progress to Gateway leading to the End Point Assessment (EPA).
- To monitor the EPA status of non-integrated and integrated apprenticeships.
- To identify issues in the attainment of apprenticeship students compared to non-apprenticeship students (where the course is delivered to both apprenticeship and non-apprenticeship students) and compared to other cohorts of apprenticeship students.

#### **Constitution and operation**

The constitution of Apprenticeship Progression Boards is as follows:-

<b>Members</b>	<b>Role</b>
Chair – Head of Department, or exceptionally nominee (as agreed by the Dean of College)	<ul style="list-style-type: none"><li>• Managing conduct and business of the Board in line with agreed procedures.</li><li>• Oversight of Degree Apprenticeships.</li><li>• Oversight of adherence to apprenticeship frameworks and/or standards.</li><li>• Oversight of External Examiner contribution.</li></ul>
Departmental apprenticeship lead	<ul style="list-style-type: none"><li>• Oversight of Department Degree Apprenticeships.</li><li>• Oversight of adherence to Department apprenticeship frameworks and/or standards.</li></ul>
Apprenticeship Course Leader for every course, or nominee	<ul style="list-style-type: none"><li>• Oversight at course level.</li></ul>
Work-based learning coaches	<ul style="list-style-type: none"><li>• Oversight of the individual apprenticeship progression.</li></ul>

Departmental Apprenticeship External Examiner	<ul style="list-style-type: none"> <li>• Oversight of adherence to apprenticeship frameworks and standards.</li> </ul>
Secretary (from Registry Services)	<ul style="list-style-type: none"> <li>• Organisation and recording of decisions.</li> </ul>

Department Assessment Boards (DABs) will continue to ratify the module/course marks for apprenticeship provision. However, where departments require additional Apprenticeship Progression Boards to run outside the March, July and November board periods to confirm completion of Gateway and progression to End Point Assessment, the Apprenticeship Progression Board **by exception** are permitted to ratify module/course marks alongside the additional apprenticeship monitoring to permit progression. The constitution for Apprenticeship Progression Boards where module/course marks are being ratified is as follows (additional members in italics):-

Members	Role
Chair – Head of Department, or exceptionally nominee (as agreed by the Dean of College)	<ul style="list-style-type: none"> <li>• Managing conduct and business of the Board in line with agreed procedures.</li> <li>• Oversight of Degree Apprenticeships.</li> <li>• Oversight of adherence to apprenticeship frameworks and/or standards.</li> <li>• Oversight of External Examiner contribution.</li> </ul>
Departmental apprenticeship lead	<ul style="list-style-type: none"> <li>• Oversight of Department Degree Apprenticeships.</li> <li>• Oversight of adherence to Department apprenticeship frameworks and/or standards.</li> </ul>
Apprenticeship Course Leader for every course, or nominee	<ul style="list-style-type: none"> <li>• Oversight at course level.</li> </ul>
Work-based learning coaches	<ul style="list-style-type: none"> <li>• Oversight of the individual apprenticeship progression.</li> </ul>
<i>Module Leaders for all modules being considered at the APB</i>	<ul style="list-style-type: none"> <li>• <i>Reporting of any issues with assessment of modules (including scaling), by exception. Otherwise assume module assessed in accordance with regulations, module descriptor and academic framework including moderation.</i></li> </ul>
<i>Head of Academic Administration or nominee</i>	<ul style="list-style-type: none"> <li>• <i>Oversight of compliance with regulations and processing of assessment.</i></li> </ul>
<i>Course External Examiners</i>	<ul style="list-style-type: none"> <li>• <i>Oversight of adherence to regulations.</i></li> </ul>
Departmental Apprenticeship External Examiner	<ul style="list-style-type: none"> <li>• Oversight of adherence to apprenticeship frameworks and standards.</li> </ul>
Secretary (from Registry Services)	<ul style="list-style-type: none"> <li>• Organisation and recording of decisions.</li> </ul>

In order for the APB to be quorate, the meeting must include:-

- Chair
- Work-based learning coach
- A Course Leader
- An External Examiner (via prior communication if unable to attend)
- Secretary