

SOP - Examiners' Meeting Chair

Before Examiners' Meeting

- Provide advice and support, where required, to relevant exam coordinators (e.g., issues with process or other conduct of examination, special circumstances for individual students, processing of provisional results).
- Check all meeting papers available with the Examiners' Meeting Clerk and that Divisional processes have been followed (e.g., assignment of proposed Common Grading Scale marks, standard setting).

At Examiners' Meeting

- Introductions – name and role / responsibilities.
NB: Quorum - Chair, 1 external examiner and 3 internal examiners.
- Confirm that all members have access to required anonymised candidate data and structured examination summary reports.
- Remind all present about the confidential nature of discussions at the Examiners' Meeting.
- Check for conflicts of interest and equality and diversity issues
 - Where conflict of interest arises then ensure that board member does not take part in the decision-making process for those individual students, although they may have relevant comments around special / mitigating circumstances.
- Work through the Examiner Meeting agenda, ensuring report and discussion of process of exam, results, special circumstances, inviting comment at each relevant section from both internal and external examiners.
- Where issues are raised for possible changes to process for subsequent assessments ensure that the minute is clear on responsibilities for action. This should normally be communicated with SMMSN Assessment Lead.
- Ask for external examiner immediate feedback and whether team can report on their response to comments made in the previous year's report.
- Ensure consideration of prizes and awards.
- Check plans in place for student feedback and support.
- Ensure sign off with at least one other Examiners' Meeting member (external if present) all results sheets.

After Examiners' Meeting

- Review and approve minutes in a timely manner

For further information on Examiners' Meetings and approval of marks Chairs should refer to the Academic Quality Handbook, [Codes of Practice on Assessment and Feedback](#)