

Terms of Reference – Programme Exam Board (GOV-TOR-009)

Purpose

The purpose of the Board is to ensure RCPI's principles that underpin assessment processes and decisions, ratifying provisional marks are implemented on each programme and to ensure that documentation is complete.

Key Responsibilities

Planning and Reporting

- Reports to the Programme Board on activities and progress.

Governance

- Comply with RCPI's governing instruments (Charter, By-laws and Standing Orders).
- Recommend appointment of Programme Examination Board members.

Other Responsibilities

- Considers the recommendations of all Assessment Leads, Grade Moderators, External Examiners and other Faculty on the programme.
- Determines the summative assessment outcomes for all learners on all modules on all programmes validated by QQI leading to awards in the National Framework of Qualifications.
- Determines the final award classification for all learners on programmes validated by QQI leading to awards in the National Framework of Qualifications.
- Makes decisions concerning applications for mitigation of extenuating circumstances submitted by learners in respect of their assessments.
- Discuss matters arising in relation to academic integrity, including submitted reports on academic impropriety.
- Formally reports to the Programme Board on activity of the Programme Exam Board.

Membership

- Dean of Education and Academic Programmes (or their nominee)
- All Assessment Leads

- All Moderators
- Programme Lead
- External Examiner
- One nominee shall be a member of the Education department with responsibility for examination quality assurance
- Programme Coordinator
- Board Secretary

Specific procedural rules

Nature of meetings

- Board meetings are held face-to face, by telephone, videoconference, or other electronic means.
- Board members are required to fully prepare for each meeting, read the documentation in advance, and make every reasonable effort to attend each meeting.

Frequency of Meetings

- Board meetings are held when deemed necessary.
- The Board determines its meeting schedule annually in advance and meet as scheduled.

Quorum

- The quorum for a Board meeting is 50% of the membership (rounded up to the nearest whole number). The Programme Exam Board may conduct business despite the absence of any members, provided that the Programme Lead or nominee is satisfied that the members present and reports collected are sufficient to properly conduct business.

Decisions

- Decisions are normally made by consensus, but in the absence of consensus by open vote.
- Where there is a tied vote, the Chairperson has the casting vote.
- Decisions may be made at a duly called and constituted meeting, or by a resolution in writing to all members which is approved in writing by at least a quorum of members.
- Where any voting member could be perceived to have a conflict of interest in relation to the matter being considered, they will be recused from the decision-making process. Conflict of Interest statement item will be included on all agendas.

- Any matters for decision considered when the meeting is inquorate must be subsequently ratified at the next Committee meeting before those decisions can be actioned.
- All decisions must be formally recorded. In the absence of a formal record, any apparent decision shall be deemed null and void.

Self-assessment

- The Programme Exam Board undertakes a self-assessment of its performance against these terms of reference every three years.
- Information arising from that review is provided to a nominated person who is external to RCPI along with any information the nominee requests to facilitate its review of the Boards performance and its membership.

Review of the Terms of Reference

- The Chairperson reviews these terms of reference every two years, in conjunction with the Programme Exam Board and amend as appropriate.
- Any amendments are included in the annual report.