



## Examinations Scrutiny Board – Terms of Reference

1. The Examinations Scrutiny Board has responsibility for the oversight of all Spurgeon’s students, including internal courses, with regard to:
  - a. The overall planning of Examination Boards, their dates and business.
  - b. Detailed scrutiny of the grids produced by the Registry prior to Examination Boards, in order to assure their accuracy and, as far as possible, understand and iron out any anomalies so that the main Board meeting can run smoothly.
  - c. Making decisions between meetings regarding the implementation of Examination Board rulings, and advising the Chair on any necessary Chair’s Actions with respect to individual students’ progression.
  
2. The Scrutiny Board would be composed as follows:
  - a. The Chair of Examiners (chair);
  - b. The Director of Studies;
  - c. The Director of Online Learning;
  - d. The Director of In Service Training;
  - e. The Senior Registrar;
  - f. The Assistant Registrar(s);
  - g. Up to two other staff members, as invited by the Chair of Examiners.
  
3. Operations:
  - a. In all matters relating to the Examinations Scrutiny Board the principle of anonymity should be applied to ensure that the number of those able to identify an individual by their student number is kept to a minimum.
  - b. Attendance is not required of all members of the Board at all times. Under
    - i. 1a and 1b all should be involved in the overall planning and the scrutiny of the grids, but are only required for those elements that directly relate to their work.
    - ii. 1c the Chair, the Director of Studies and/or Senior Registrar and one other member are a minimum quorum for decision making.
  - c. The Board will normally consider students anonymously. Where there is a need to contact a student to ascertain the facts concerning a situation, this will normally be done by the relevant member of staff to maintain the anonymity of the Board.
  
4. All the outcomes of the work of the Examinations Scrutiny Board/Examinations Board will be actioned by the Registry and overseen by the Training Group, with the Chaplain in attendance for those cases where the need for specific pastoral support is identified.

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| Member of staff responsible | Chair, Examinations Board                        |                     |                |