



## Central Assessment Board (Virtual) On-the-Day Process

### **On the day of the Central Assessment Board:**

**09:00** – The Board documentation is shared with the virtual attendees of the Board. The attendees include: the Chair; the Director of Governance and Quality; the Chief External Examiner(s); the Heads of School; the Subject Leaders, the Academic Registrar, the Assistant Registrar – Assessments and Progression and, in the case of partner institution Boards, the Link Tutors and Partner Administrative Staff. The Board documentation is shared via links to specific Assessments Sharepoint sites in an email sent from the Assessment team’s shared inbox: [mystudents@bathspa.ac.uk](mailto:mystudents@bathspa.ac.uk). Recipients of the email are given until 17:00 on the day of the Board to check the Board papers and to sign their attendance on the Virtual Assessment Board Attendance List document. The email also specifies the process for mark changes at this stage (if there are any mark changes, these should be sent by email to [mystudents@bathspa.ac.uk](mailto:mystudents@bathspa.ac.uk), with a rationale for the late mark change and with the relevant Subject Board Chair copied into the email. The Subject Board Chair and the Central Assessment Board Chair are asked to approve the change). The email also contains key dates (such as results publication and Reassessment Board details).

**Central Assessment Board Meeting:** During the day (at a time which suits both the Chair and the Chief External Examiners) – a 30-45 minute virtual “Teams” meeting is held between the Chair, the Director of Governance and Quality, the Chief External Examiner(s), the Assistant Registrar – Assessments and Progression, the Assessments Manager and relevant members of the Assessments team. This represents the section of the “in-person” Central Assessment Boards which were held on campus prior to 2020, where the Chief External Examiner(s) can provide their verbal feedback on the Board documentation and any specific students can be discussed (where an extraordinary Board decision is required). There is a set agenda for this meeting and minutes are taken of the meeting.

### **Undergraduate**

[Central Assessment Board Meeting Agenda Template](#)  
[Central Assessment Board Meeting Minutes Template](#)

### **Postgraduate**

[Central Assessment Board Meeting Agenda Template](#)  
[Central Assessment Board Meeting Minutes Template](#)

**17:00** – The Assessment team checks that the required signatures have been added to the Virtual Assessment Board Attendance List document (and directly contacts the relevant attendees where a signature is missing). The Chair signs the “Chair’s Approval” document that confirm that they approve the progression and awards considered by the Board. This concludes the virtual Central Assessment Board.