Assessment, Progression and Awarding Committees

Summary of APAC Meeting Structure

Meeting	Purpose	Membership	Inputs	Outputs

Programme/Discipline APAC	• To be responsible for finalising and approving module marks for all students on modules overseen by the APAC, applying scaling where appropriate
	• To be responsible for confirming and approving progression decisions for all students on programmes overseen by the APAC
	• To be responsible for confirming and approving awards for finalist students on programmes overseen by the APAC
	• To error check (including condonement, degree titles, classifications, core modules, level of credits)
	• To receive Mitigation Committee outcomes or confirmation that mitigation decisions have been applied to the results under consideration.
	• To determine consequences of failure in line with University regulations
	• To consider External Examiner(s) reports
	• To consider assessment processes e.g. moderation and any assessment changes
	• To identify student exceptions that require further scrutiny or advice from College APAC, including:
	    ○ Individual student adjustments (in exceptional year)
	    ○ Dean's exceptions to be requested e.g. repeat study, Aegrotat awards
	    ○ Irregular occurrences or instances where University regulations were difficult to adhere to in relation to consequences of failure
		Core membership:
		• Chair of Programme/Discipline APAC (HoD or equivalent for CMH / DoE or equivalent for CMH / nominated representative with Academic Dean's approval)
		• Academic with responsibility for oversight of assessment and exams (Assessment Officer / Assessment Lead / Programme Director)
		Where this person is also the DoE an alternative academic should be present as agreed by the Chair
		• Education Support Team member (secretary)
		• Additional Education Support Team member (normally Education Support Manager)
		• External Examiner(s)
		
		Optional membership (at the instruction of the Chair):
		• All relevant module conveners for the Department
		• Other relevant Professional Services and academic staff
		
		Quoracy: Minimum of 5 individuals (as per core above).
			Module data reports
			
			Confirmation that Mitigation Committee outcomes have been applied
			
			Progression and awarding rules from TQA (chapters 7-9)
			
			Programme specifications
			
			Student outcome reports
			
			External examiner reports
				Clear record of discussions and outcomes agreed (template provided)
				
				Chair's action would be required in any cases where scaling is agreed and individual student outcome reports need to be re-run and reconsidered

College APAC
 	
To normally take place *before* the release of results
	• To receive reports on scaling exceptions
	• To consider student exceptions that require further scrutiny or advice (as identified by Programme/Discipline APAC) to include:
	    ○ Individual student adjustments
	    ○ Dean's exceptions to be requested e.g. repeat study, Aegrotat awards
	    ○ Irregular occurrences or instances where University regulations were difficult to adhere to in relation to consequences of failure
	• To ensure regulations are applied consistently and equitably across disciplines
	• To identify and share good practice from Programme/Discipline APACs
	• To identify areas where policy clarifications or enhancements are required
	
	Note - the intention is not to amend decisions made by Programme/Discipline APACs (except in cases of actual errors in the application of procedure or policy), but rather to offer additional experience and advice on request and to review consistency across Programme/Discipline APACs
		Core membership:
		• Chair of College APAC (ADE or nominated representative with Academic Dean's approval). Normally the Chair will not have attended the previous programme/discipline APAC meetings.
		• One academic representative per discipline to represent the programme/discipline APAC (Programme/Discipline APAC Chair or representative who had attended that meeting).
		• Education Support Manager (secretary) or nominee
		• EBP or nominee
		
		Optional membership:
		• Other relevant Professional Services and academic staff as agreed by the Chair
		
		Quoracy: Minimum of 4 individuals (as per core above)
			Programme/Discipline APAC outcomes including:
			• Rationale for scaling approved
			• Student outcome reports for those identified as exceptions (plus additional notes where needed)
				Clear record of discussions and outcomes agreed (template provided)
				
				Recommendation and rationale for each Dean's exception

University APAC To normally take place *after* the release of results	• To receive reports on Dean's exceptions • To ensure consistent application of academic regulations across Colleges • To receive College APAC minutes • To receive a report on Dean's exceptions • To identify areas where future policy clarifications or enhancements are required	Core membership: • Academic Dean for Students (Chair) • Associate Academic Dean for Students • Quality and Standards Manager • Faculty Policy Advisor (secretary)	College APAC minutes Report on Dean's exceptions	Clear record of discussions and outcomes agreed (template provided) Taught Faculty Board annual report to include:

	• To make institution-wide recommendations on quality assurance matters relating to APACs	Optional membership: • Other relevant Professional Services and academic staff as agreed by the Chair • Student representatives Quoracy: Minimum of 3 individuals from the core group above		• University APAC decisions • Update on policy clarifications or enhancements • Data and strategic recommendations on patterns of degree outcomes and academic standards including: o Academic governance o Institutional grade profile o Classification algorithms o Marking practices o Equalities assessments

Further notes on Programme and Discipline APACs

Two key actions form the main business of the Programme/Discipline APAC (or its constituent meetings):

1) Review the data reports for all modules (under the jurisdiction of that APAC) and approve the application of scaling to module marks where appropriate

2) Consider the outcome reports for all individual students (on programmes under the jurisdiction of that APAC) and agree awards, classification, progression, failures. In addition, in an exceptional year (e.g. industrial action) this may include recommending individual adjustments to borderline cases.

Non-quorate meetings

Where quoracy cannot be met (typically because the external examiner cannot attend), approval must be sought from the Academic Dean for the meeting to proceed (this can be granted retrospectively if unexpected circumstances make it impossible to seek approval in advance). However, please note that certain decisions must be approved by an external examiner.

Exception reporting and preparatory meetings
Although the APAC is responsible for ensuring there has been a review of all modules results and the performance of all students on the programme, this does not necessarily need to be achieved by having all the relevant data reports scrutinised in the main APAC meeting. It is acceptable for the main APAC meeting to consider exceptional cases provided that a preparatory meeting has taken place to scrutinise all reports. Decisions must be minuted on whether or not to scale any module outliers. Minutes would be received by the Programme/Discipline APAC.

Exceptional cases are those including where:

• A student is unable to progress or will receive an award other than the one they were expecting
• The case is likely to be referred to the CAPAC
• A module is proposed to be scaled (module reports)
• Some noteworthy occurrence means that the membership of the APAC would reasonably expect that it be brought to their attention.

Where a preparatory meeting has scrutinised the appropriate paperwork and made recommendations it is expected that these decisions will be accepted by the Programme/Discipline APAC, provided that they have been approved by the Chair of the APAC and the External examiner (when involving actions requiring External Examiner approval). When a preparatory meeting has recommended scaling of a module, the module convener should be consulted.

Subsequent meetings and Chair's action

It is also recognised that it is not always possible to complete the work of the APAC in a single meeting. This may be due, for example, to late arrival of results or amendments required to paperwork due to APAC decisions (e.g. scaling). In these circumstances the APAC may delegate responsibilities (typically related to error checking) to a subsequent meeting. This meeting should follow the quoracy/membership rules for preparatory meetings. However, certain decisions must be explicitly approved by the External Examiner and Chair.

Should decisions be required that fall out of the usual timescale of APAC meetings, and that cannot wait until the next APAC takes place, then these should be made by the Chair of the APAC under 'Chair's action'. If the powers of 'Chair's action' are to be delegated to someone other than the Chair, this must be agreed in the meeting, or if decided subsequent to the meeting, should be approved by the Academic Dean.

Membership of preparatory or subsequent APAC meetings

Core membership of a preparatory or subsequent meeting should be agreed by the APAC Chair and include:

- Academic with responsibility for oversight of assessment and examinations (Assessment Officer / Assessment Lead / Programme Director)
- Education Support Team member (secretary)

External Examiner Approval of Decisions

The following decisions must be approved by the external examiner, whether taken in the main APAC, in a preparatory or subsequent meeting, or by Chair's action.

- Any scaling of module marks.
- Any changes to an individual's module marks, progression or award (except when done as error correction).

Exceptional years

Certain powers of Programme/Discipline APACs are only able to be exercised in exceptional years. These powers include:

- Ability to make individual adjustments to student module marks
- Ability to make individual adjustments to student degree classifications

It is at the discretion of the Academic Dean for Students to determine if a year is exceptional. A year would normally only be judged to be 'exceptional' when circumstances have had a significant impact on student academic performance, or it has not been possible to assess student academic performance in the usual manner. Reasons that a year may be judged to be exceptional include (but are not limited to):

- Natural disaster
- War
- Disease outbreak
- Industrial action
- Widespread/significant IT failure

Roles, Responsibilities and Powers of Individuals in the APAC Process

Role	Meetings attending	Powers/responsibilities
Module convener	Optional member of Programme/Discipline APAC Optional member of Programme/Discipline APAC Preparatory meeting	Should be consulted if module to be scaled
External Examiner	Programme/Discipline APAC	Must explicitly approve any scaling of modules Must approve any changes to an individual's module marks, progression or award (except when done as error correction).

Programme/Discipline APAC Chair One of: • HoD or equivalent for CMH • DoE or equivalent for CMH • nominated representative with Academic Dean's approval)	Programme/Discipline APAC Optional member of Programme/Discipline APAC Preparatory meeting Normally represents Programme/Discipline APAC at College APAC.	Chair of Programme/Discipline APAC Decides on optional membership of Programme/Discipline APAC Establishes (if required) a Programme/Discipline APAC Preparatory or Subsequent meeting Takes decisions under 'Chair's action'
Academic with responsibility for oversight of assessment and exams Usually: • Assessment Officer • Assessment Lead • Programme Director	Programme/Discipline APAC May represent Programme/Discipline APAC at College APAC.	
Education Support Team member	Programme/Discipline APAC	Secretary to Programme/Discipline APAC
Education Support Manager	Normally attends Programme/Discipline APAC College APAC	Secretary to College APAC
Education Business Partner	Optional member of Programme/Discipline APAC College APAC	
Chair of College APAC One of: • Associate Dean for Education • nominated representative with Academic Dean's approval)	College APAC	Chair of College APAC Takes decisions under 'Chair's action'
Academic Dean for Students	University APAC	Normally Chair of University APAC Decides if a year is 'exceptional' Gives approval to Chair of Programme/Discipline APAC if not HOD or DOE Gives approval to Chair of College APAC if not College ADE. Gives approval for APAC to proceed despite not meeting quoracy requirements Gives approval for students to have a repeat year Gives approval for aegrotat awards Gives approval for awards despite not meeting requirements of Credit & Qualifications Framework or programme specification.
Associate Academic Dean for Students	University APAC	Will Chair University APAC in the absence of Academic Dean for Students
Quality and Standards Manager	University APAC	
Faculty Policy Advisor	University APAC	Secretary to University APAC
Student representatives	Optional members of University APAC	