University of Essex

Registry

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**Report to the Dean by the Chair of a Board of Examiners**

**To:** Deputy Dean (Education) of the Faculty of ……………………………………………………………….

**From:** …………………………………………………………………………………………………………………… (Chair)

**Name of Department running the courses:**.……………………………………………………………………

**Name of Course(s)** ……………………………………………………………………………………………….

**Date and Time of Board of Examiners’ Meeting** …………………………………………………………………

1. **Was this an Interim or a Final board?** ……………………………………………………………………
2. **Names of those present.**(Please note any special arrangements concerning external examiners)
3. Extenuating Circumstances (see over)
4. Please give details of any matters arising from the Board of Examiners’ meeting which the Chair or any individual member of the Board wishes to draw to the attention of the Dean. The Chair should indicate if there are no such matters. In the event that matters of concern are communicated in this way, the Dean shall discuss them as appropriate and, where necessary, bring the matter to the attention of the School, Faculty Education Committee or Education Committee.

Signed by Chair ……………………………………………………….…. Date ……………………………..…

Signed by Deputy Dean (Education) …………………………....…….. Date ………………………………..

**EXTENUATING CIRCUMSTANCES**

**1. Please indicate the procedure adopted by the Board of Examiners for dealing with Extenuating Circumstances**

a) Did you have a pre-board to consider the Extenuating Circumstances before the Board of Examiners' meeting?

 YES/NO

b) If no, were all the Extenuating Circumstances discussed in full at the meeting of the Board of Examiners?

 YES/NO

c) Any other comments

1. **Please give details of decisions taken in respect of Extenuating Circumstances (or attach a copy of relevant minutes)**

***Note: A complete set of extenuating circumstances forms must be kept by the Department on the exam board file. The Dean will ask to see the forms if necessary. The Department will be asked to supply a copy of the relevant form in the case of an appeal.***

*Form updated by DW in May 14*