

Access and HE Examination Board

Guidance 2024-2025

Quality Assurance

# Rationale for Examination Boards[[1]](#footnote-2)

It is a formal requirement that centres hold Examination Boards for all their level 4-7 programmes and the Partner University Access programmes. In addition, the Examination Board reports and minutes provide valuable evidence for QAA’s review processes. The main purpose of an Examination Board is to make recommendations on:

* **The grades achieved by students on the individual modules or units.**
* **Extenuating circumstances.**
* **Cases of academic misconduct and plagiarism.**
* **Progression of students onto the next stage of the programme.**
* **The awards to be made to students.**
* **Referrals and deferrals.**
* **Examination Boards may also monitor academic standards.**

Examination Boards are held at the end of the academic year, normally in June, however, the College also completes Progress Examination Boards at the end of the first semester for some Higher Education Institution (HEI’s). Progress Examination Boards apply to the Open University and Ulster University programmes.

***The Open University***

The Open University Examination Board in January or February of each academic year, only applies to awarding examination boards. The QA team will arrange these with your team and your EE and SQPM (Grainne Mc Gowan). If you have an established grading template, you can use these, or the template provided by the QA team. Please follow the link for [Curriculum Quality (Previously known as Quality Assurance)](https://belfastmetuat.sharepoint.com/:u:/r/sites/CentreForExcellence/SitePages/Quality-Assurance.aspx?csf=1&web=1&share=EabVz8ffopdLgMeEKKU4LAcBl0A_Xo10BEKO7wrniwOwaQ&e=sXR37J) [FE and HE Exam Boards](https://belfastmetuat.sharepoint.com/:u:/r/sites/CentreForExcellence/SitePages/FE-and-HE-Exam-Boards.aspx?csf=1&web=1&share=EYNlIRen6KBBrMDi-QO1PfYBadzm192xuW0MJsqrBoaWcg&e=fkOR2e) which has published guidance for the grading templates and the grading templates.

***Ulster University***

Your CRS will be sent to you via the QA Teams site. You will be sent a link to these and so will your FPM, within the diary invite for the Examination Board. Any changes to CRS’ will be made in the course team folder with updates made live on the day of the Examination Board. The QA team will upload your results to the UU sharepoint after the Examination Board.

Grading templates will still need to be completed for all other HE programmes in the college, please submit these by the date issued with the Examination Board guidance communications from the QA team.

The Examination Board has delegated certain responsibilities to Course Coordinators / Course Directors, such as the power to authorise resubmissions, please refer to your Awarding Organisation or HEI Regulations to ensure decisions are made in line with their regulations. Your CAM can provide advice and guidance. If required, there may also be August Supplementary Examination Boards to deal with matters such as repeat assessments/units/modules and mitigating/extenuating circumstances.

Cycle of Exam boards

The Jan/ Feb Progress board captures the students progress and begins the cycle for the academic year. Each AO has different requirements for February.

**Pearson HN Progress Boards & Higher Education programmes C&G, ILM, AIQ, CACHE, NCFE CACHE, OCN, CPCAB & GQA**

There will be no face to face or online Progress Boards in Jan/Feb 2025. Collating Progress Board information will be through the following process:

1. QA will issue a Grading template week beginning 6th January 2025.
2. The Grading template will be accompanied by guidance on how to complete it.
3. The Grading template will capture student ‘Progress’ for Semester 1 of 2024/25.
4. The Grading template for Progress Boards will also be the same Grading template for Awarding Boards (June ’25) and Supplementary Boards (August ’25) and will be stored on the QA team site.
5. The Grading template for 24/25 (Progress Boards, Awarding Boards and Supplementary Boards) is a similar grading template to what Curriculum Teams have been using since last year, however, please do not use previous versions. Please use 24/25 grading template.
6. Please note the return deadline date of the grading template that will capture the student ‘Progress’ for Semester 1, 2024/25 will be **Wednesday 5th February 2025 12 noon** the return to QA will be made by the relevant CAM.
7. You will be issued with an email which will include a link to the teams website where your grading template will be held throughout the academic year.

# Preliminary Examination Board

It is important that each course schedules a Preliminary Examination Board to discuss results prior to the Examination Board to allow the Examination Board to run in an efficient manner.

Include your Ulster University Faculty Partnership Manager (FPM) or Open University Senior Quality and Partnerships Manager in discussions. FPMs should be part of the preliminary boards, OU do not require this, but the Senior Quality and Partnership Manager can be consulted if necessary. No discussion of individual results or counselling of students should take place until after the results have been formally ratified and results lists have been published.

* **It is recommended that the Preliminary Examination Board is scheduled 5 working days before the Examination Board. You will be asked at your board for the date of the preliminary board.**
* **All members of the Preliminary Examination Boards must be aware of the associated policies and procedures prior to attending, including:**
* [​​​​​​​​​​​​​​​​​​​QA Standard Operating Procedures​​](https://belfastmetuat.sharepoint.com/sites/CentreForExcellence/SitePages/QA-Standard-Operating-Procedures.aspx)
* [The College’s Standard Operating Procedure on Internal Verification](https://belfastmetuat.sharepoint.com/sites/PublishedDocuments/Controlled%20Documents/Standard%20Operating%20Procedure%20Internal%20Verification.pdf)

* [​​​​​​​​​​​​​​​​​​​QA Standard Operating Procedures​​](https://belfastmetuat.sharepoint.com/sites/CentreForExcellence/SitePages/QA-Standard-Operating-Procedures.aspx) - Academic Malpractice Guidance
* [QAA UK Quality Code](https://www.qaa.ac.uk/the-quality-code)
* [QAA Code on Assessment](https://belfastmetuat.sharepoint.com/sites/PublishedDocuments/Controlled%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FPublishedDocuments%2FControlled%20Documents%2FHE%20Toolkit%20%2D%20Part%2012%20%2D%20Assessment%2Epdf&parent=%2Fsites%2FPublishedDocuments%2FControlled%20Documents)
* [QAA Code on Academic Standards](https://belfastmetuat.sharepoint.com/sites/PublishedDocuments/Controlled%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FPublishedDocuments%2FControlled%20Documents%2FHE%20Toolkit%20%2D%20Part%206%20%2D%20Academic%20Standards%2Epdf&parent=%2Fsites%2FPublishedDocuments%2FControlled%20Documents)
* **This generic guidance may be used to help establish processes for BMC Staff. All Awarding Organisation and Partner University Regulations must be adhered to:**
  + For Open University programmes, please follow the OU published [OU Examination Board Guidance](https://www.open.ac.uk/about/validation-partnerships/supporting-information/partners/exam-boards) and [Exam Board Guidance - OU CAM/CD Teams Site](https://teams.microsoft.com/l/channel/19%3Ac4e5e3601d67435eb42e6813477905f1%40thread.tacv2/Exams%20and%20Exam%20Board%20Guidance?groupId=8c8272f8-8f28-459d-b37a-201aacb4a1e6&tenantId=988f7c32-40c6-4de8-9b58-972cf2c3f835)
  + For Ulster University programmes, please follow the [UU Assessment Board Guidance](https://belfastmetuat.sharepoint.com/sites/PublishedDocuments/Controlled%20Documents/Deans-package-May2022.pdf) and up to date AST codes [AST-Codes-Final](https://belfastmetuat.sharepoint.com/sites/PublishedDocuments/Controlled%20Documents/AST-Codes-Final%20(UU).pdf)
  + [QUB regulations](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/GeneralRegulations/StudyRegulations/FoundationDegreeGeneralRegulations/) are to be applied to Foundation degree students, registered for a programme of study with the college/ consortium of colleges. QUB organise, chair, and minute all Examination Board meetings. BMC Quality assurance attend the Examination board. Please forward meeting invite to QA Manager
  + Pearson[[2]](#footnote-3) Assessment Board Guidance - [BTEC Higher Nationals Centre Guide to Quality Assurance and Assessment (2024-2025)](https://qualifications.pearson.com/content/dam/demo/stuntcontent/documents/BTEC-Higer-Nationals/btec-higher-nationals-centre-guide-to-quality-assurance-and-assessment.pdf)
  + City & Guilds, OCN, NCFE Cache, Active IQ, CPCAB and GQA please refer to programme specification on the Awarding Organisation website
    - [City & Guilds](https://www.cityandguilds.com/about-us)
    - [OCN](https://www.ocnni.org.uk/)
    - [NCFE Cache](https://www.ncfe.org.uk/)
    - [Active IQ](https://www.activeiq.co.uk/qualifications/)
    - [CPCAB](https://www.cpcab.co.uk/)
    - [**GQA**](https://gqaqualifications.com/qualification/gqa-level-4-diploma-in-print-leadership/)

**The grading templates to use:**

* Pearson courses use
  + [2024-2025 Grading Template Pearson HND.xlsx](https://belfastmetuat.sharepoint.com/sites/PublishedDocuments/Controlled%20Documents/2024-2025%20Grading%20Template%20Pearson%20HNC.xlsx?web=1)
  + [2024-2025 Grading Template Pearson HNC](https://belfastmetuat.sharepoint.com/:x:/r/sites/PublishedDocuments/_layouts/15/Doc.aspx?sourcedoc=%7B7A829F3E-8C8A-4D9D-B67B-E088444CB92F%7D&file=2024-2025%20Grading%20Template%20Pearson%20HNC.xlsx&action=default&mobileredirect=true)
  + With guidance doc [​docx icon 2024-2025 QA guidance HNC and HND grading templates Progress Boards.docx](https://belfastmetuat.sharepoint.com/:w:/r/sites/PublishedDocuments/Policy%20Documents/2024-2025%20QA%20guidance%20HNC%20and%20HND%20grading%20templates%20Progress%20Boards.docx?d=wd9747f30b1534f88932889fe5c3fbcb4&csf=1&web=1&e=0jwr60)
* City & Guilds, ILM, NCFE Cache, OCN, Active IQ, CPCAB & GQA courses who are not using Markbook use
  + [2024\_25 OCN CandG NCFE\_CACHE AIQ ILM CPCAB and GQA Exam Board Grading Template](https://belfastmetuat.sharepoint.com/sites/PublishedDocuments/Controlled%20Documents/2024-25%20OCN,%20CandG,%20NCFE_CACHE,%20AIQ,%20ILM,%20CPCAB%20and%20GQA%20Exam%20Board%20Grading%20Template.xlsx?web=1)
  + With guidance doc [QA guidance OCN C&G NCFE CACHE AIQ ILM CPCAB GQA grading templates Progress Boards 24-25](https://belfastmetuat.sharepoint.com/sites/PublishedDocuments/Controlled%20Documents/QA%20guidance%20OCN%20C%20and%20G%20NCFE%20CACHE%20AIQ%20ILM%20CPCAB%20GQA%20grading%20templates%20Progress%20Boards%2024%2025.docx?web=1)
* Open University courses use
  + [OU Standardised Grading template 24-25.xlsx](https://belfastmetuat.sharepoint.com/sites/PublishedDocuments/Controlled%20Documents/OU%20Standardised%20Grading%20template%2024-25.xlsx?web=1) with [QA guidance OU grading templates Progress Boards 2024-25](https://belfastmetuat.sharepoint.com/sites/PublishedDocuments/Controlled%20Documents/QA%20guidance%20OU%20grading%20templates%20Progress%20Boards%202024%2025.docx?web=1) and [Award Recommendation List.xlsx](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww5.open.ac.uk%2Fvalidation-partnerships%2Fsites%2Fwww.open.ac.uk.validation-partnerships%2Ffiles%2Ffiles%2FAward-Recommendation-List.xlsx&wdOrigin=BROWSELINK)
* Ulster University – Course Results Sheets (CRS) are generated from UU academic office and will be uploaded to the Programme team folder for which you will receive a link via your exam board diary invite. Please check for accuracy, reporting anomalies to Collaborative Courses Unit.

Preliminary boards are chaired by the CAM or Course Coordinators/Course Directors to discuss:

* That all information regarding students’ achievement and assessment and IQA processes have been completed and verified. This documentation is to be retained and stored in course Programme Management Portfolio (PMP) detailed in [Appendix 2.](#_Appendix_2_-)
* The grades achieved by students on the individual modules or units.
* Extenuating circumstances, please follow college [extenuating-circumstances-standard-operating-procedure-2024-2025.docx](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.belfastmet.ac.uk%2Fmedia%2F5h4hi4cu%2Fextenuating-circumstances-standard-operating-procedure-2024-2025.docx&wdOrigin=BROWSELINK)
* The student will be required to complete the [extenuating-circumstances-form.docx](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.belfastmet.ac.uk%2Fmedia%2Fjo3m5vaq%2Fextenuating-circumstances-form.docx&wdOrigin=BROWSELINK)
* Cases of cheating and plagiarism are recorded in line with the college
* [​​​​​​​​​​​​​​​​​​​QA Standard Operating Procedures​​](https://belfastmetuat.sharepoint.com/sites/CentreForExcellence/SitePages/QA-Standard-Operating-Procedures.aspx) - Academic Malpractice Guidance
* emailing [*AcademicMalpractice@belfastmet.ac.uk*](mailto:AcademicMalpractice@belfastmet.ac.uk) or completing the Microsoft form [Academic](https://forms.office.com/Pages/ResponsePage.aspx?id=MnyPmMZA6E2bWJcs8sP4Nd6uyfXLezVChUzxjxEn8opURFlVNzVaQlBFODhTMU9UU0lQWVpTOE1WTiQlQCN0PWcu) [Misconduct Tracker](https://forms.office.com/Pages/ResponsePage.aspx?id=MnyPmMZA6E2bWJcs8sP4Nd6uyfXLezVChUzxjxEn8opURFlVNzVaQlBFODhTMU9UU0lQWVpTOE1WTiQlQCN0PWcu)
* Progression of students onto the next stage of the programme
* The awards to be made to students
* Referrals and deferrals

Decisions on the above are to be recorded on the grading template or EBS Mark book and submitted to Quality Assurance 2 days prior to the Examination Board. The MS Teams link with this process can be found in your exam board diary invite or within the guidance document issued for your awarding organisation from the QA team. The team will be able to access them throughout the academic year. If further clarification or guidance is required on AO or HEI regulations, please contact your FPM2 or AO to discuss prior to the scheduled Examination board.

# Examination Board

The Examination Board will be scheduled after the External Examiner (EE) visit and the course preliminary board has taken place.

Quality Assurance will arrange the chairing and minuting of Examination boards, it is advisable that the Chair and the Secretary of an Examination Board are, as far as possible, independent of the programme under consideration. For UU subject network groups, these are chaired outside Belfast Met and CAMs and Course Directors should advise QA of the dates and times of these as QA attend them too, to ensure processes are followed. CAMs should attend these meetings, where this is not possible, please let QA know.

All members of an Examination Board must be aware of the associated policies and procedures prior to the meetings taking place. The Course Coordinator/ Course Director and the Curriculum Area Manager (CAM) must attend the Exam Board. Quality Assurance will issue the diary invite to all relevant staff with an agenda. It is important that staff confirm their attendance, to ensure the meetings are quorate. Links to your Awarding organisations approved agenda format can be found at [Appendix 1.](#Appendix_1_–_Examination_Board_Agenda)

Quality Assurance will issue External Examiners with an invite to attend. External Examiners (EEs) have the right to attend Examination Boards, roles vary across Awarding Organisations. EEs must attend the awarding boards for HEIs (which are OU, UU and QUB), Pearson EEs attend only in an advisory role.

The Examination Board will follow the set agenda, and all actions and decisions will be recorded in the minutes and grading templates, ensuring that assessment decisions are recorded accurately, noting how the board will exercise discretion in a consistent manner, for example in relation to extenuating circumstances (EC1) and borderline cases. Only an indication of which

students have EC1’s in place if they have been accepted or denied in accordance with the [extenuating-circumstances-standard-operating-procedure-2024-2025.docx](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.belfastmet.ac.uk%2Fmedia%2F5h4hi4cu%2Fextenuating-circumstances-standard-operating-procedure-2024-2025.docx&wdOrigin=BROWSELINK) is required, students' personal details are not to be discussed as EC1 contents are confidential.

The Course Coordinator/ Course Director will present the grades for each student. If grading templates are not completed correctly or are not submitted in good time, the Chair has the right to reconvene at a later date.

To submit your grading template, you will be issued with a link to the Programme team folder located within a 2024/2025 Examination and Assessment Boards Team Site. The link will be issued via your exam board diary invite. The Programme Team will have access to the grading template to make adjustments as required.

# Actions after the Examination Board

**Completing the paperwork. Please follow the instructions for your relevant Awarding Organisation.**

# **Open University**

For Open University guidance please follow this link to [OU CAM/CD Teams group - Exam Board Guidance](https://belfastmetuat.sharepoint.com/:f:/s/OUCourseDirectorsCAMsSupportResource/EkPBvMHMjOZGisbOAqa1AE4BXYrAWpydgCuN85e0QsL-jg?e=MWfP1G)

**For all other Awarding organisations please follow the guidance below.**

The draft minutes will be issued within 2 working days of the Examination Board to the members by Quality Assurance. If any anomalies are identified, please notify Quality Assurance within 2 working days of the issue of the minutes. If no anomalies are identified within this timeframe, the minutes will be considered closed. Any Chair decisions that require action must be completed within 2 working days.

The course coordinator/ course director or CAM must notify each student of their final grades, via a publication letter. Results should be sent as a PDF attachment to the students Belfast Met email account. Results information generated from the AO (if available), can be used to inform students of their grade. The notification of results communication must include information/refer the student to the relevant Appeals process. [Academic Appeals (belfastmet.ac.uk)](https://www.belfastmet.ac.uk/academic-appeals/) and state clearly the timeframe is which the appeal must be submitted. An example of letter is included in [Appendix 3](#_Appendix_3_-Sample_1) which will include the link for the form [HE/Access Academic Appeal](https://forms.office.com/Pages/ResponsePage.aspx?id=MnyPmMZA6E2bWJcs8sP4NTf7AGEHjHpEh4dJ9i98wOVUNDU2NTNKSFc5QU9OSDBFRDA1Tk8wVlpFSS4u)

Confidentiality

Personal data being displayed at Examination Boards must be in line with college policies and all other relevant internal staff guidance on data sharing[[3]](#footnote-4). Examination Board decisions and documentation must be retained in line with Awarding Organisation and College Data Protection guidelines for three years.

# Supplementary Boards (If applicable)

August Supplementary Examination Boards may be required to deal with matters such as repeat assessments/modules/units and mitigating/extenuating circumstances. If Supplementary boards are required, the chair will agree the date and time of the board at the June Examination board.

The Supplementary Examination Boards follow a condensed agenda and format. The minute taker will issue the invite to the Curriculum Team which will include a link to the grading template. Please only update the units/modules that have been agreed to be reviewed at the August Supplementary Examination Board. Please refer to the instructions in the August Supplementary Examination Board diary invite. Detailed instructions as per your Awarding Organisation and/or partner university will be included in your diary invite.

# Appendix 1 – Examination Board Agenda

Examination Board Agenda

1. **Attendance** Introductions and Apologies. Declaration of conflict of interest. Note confidentiality.
2. **Regulations** -To note the course regulations and confirmation of processes and administration. Registration, Internal verification, authenticity declaration, plagiarism and malpractice.
3. **Evidence of Extenuating Circumstances**

To receive evidence of extenuating circumstances received.

Discussion on any students who used APL and LOA students.

1. **Receipt and consideration of Student results**. Presentation of results and sign off by Chair and EE where applicable.
   1. To note any changes to overall module marks/ units following moderation.
   2. To confirm the results of candidates in examinations and coursework for which the Board is responsible.
   3. To determine the overall results and the academic progress of candidates.
   4. To forward to Senate recommendations for awards to candidates who have successfully completed their courses of study and who have satisfied the conditions specified in Ordinance XXIX (UU requirement). To forward to the awarding organisation the recommendations for awards to candidates who have successfully completed their courses of study. (All other AOs)
2. **Publication of Results** Process and confirmation of minutes. To note the arrangements for (a) publication of progress and award decisions and marks; (b) communication of decisions to unsuccessful candidates.
3. **Appeals (based on submission of new information)**
   1. To note the dates on which appeals shall be heard.
   2. To note the composition of the Appeals Panel.
4. **Agree arrangements for Supplementary Examination Boards** (If Applicable)
5. **To make recommendation for prizes and awards and note good news stories** (If applicable in your school)
6. **Comments from Internal & External Examiners** (Chair comment on EE report if applicable) & confirmation from EE if they are continuing as EE with OU & UU for next academic year.
7. **Any Other Business**

# Appendix 2 - Programme Management Portfolio

Programme teams should have a Programme Management Portfolio (PMP), which should be made accessible to all members of the programme team and the documents may be required to be available for the Awarding Organisation or a student appeal.

|  |  |
| --- | --- |
| **Section 1**  The Course | 1. Full title of programme 2. Confirmation of approval letter/link from/to Awarding body (Contact QA team for approval letter) 3. Programme and Specification Handbook – College template 4. Copy of programme internet blurb/publicity |
| **Section 2**  Staffing | 1. Staffing:    * Course/unit/module Responsibilities (who teaches what units/course coordinator/course director)    * Job Title 2. Updated staff CV including training records (last five years) |
| **Section 3**  Course set up | 1. Course Timetable(s) 2. Class Lists (as per EBS) 3. Academic Year Calendar including work experience (if applicable) |
| **Section 4**  Induction | 1. College Induction arrangements and materials, initial assessment   etc. |
| **Section 5**  Teaching and Learning | 1. Schemes of Work for each module/unit – College template 2. Assessment Schedule – Awarding body template. 3. Link to college Assessment Policy 4. Copies of assignments including validations for all units/modules 5. Copies of all Marking schedules –sample answers (if applicable) 6. Sample of good practice for new staff:    * A marked pass grade assessment with feedback    * A marked merit grade assessment with feedback    * A marked distinction grade assessment with feedback.    * Examples of assessment methods used within School |
| **Section 6**  Staff Meetings | 1. Team Meetings Schedule 2. Agendas and minutes of all team meetings (College template) 3. Action Plans |
| **Section 7**  Student Voice | 1. Schedule for meetings with student representatives SSCC    * Agenda (College template)    * Minutes (College template)    * Action Plans 2. Student Survey results per CAM/Programme level 3. Unit /Module evaluations from unit questionnaires |
| **Section 8**  Assessment Boards | 1. Records of (Examination) Board Meetings (3–5 years) |
| **Section 9**  Student Tracking | 1. Assessment tracking records for all students - based on your awarding body retention schedule, e.g., Pearson BTEC FE and HE   is 3 years from certification. |
| **Section 10**  SER | 1. Self-Evaluation Report (SER) – past 2 years |

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| --- | --- |
| **Section 11**  Internal Quality  Assurance | 1. Internal Verification Plans 2. Extenuating Circumstances 3. Assessment Appeals record |
| **Section 13**  External Quality Assurance | 1. LIV/EE/SV/EQA, including reports, responses, and Action Plans 2. ETI/QAA, including reports, responses, and Action Plans |
| **Section 14**  Awards | 1. Commendations/complaints if applicable 2. Evidence of awards, prizes, competitions |

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# Appendix 3 -Sample Letter

**NAME OF COLLEGE:**

Name of Student: *Input student full name as appears on AO.*

Belfast Met Student ID: *Input student ID.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE**: | *Input course code and session code* |  | **FULL COURSE TITLE**: | ***Input course title*** |

|  |  |
| --- | --- |
| **ACADEMIC YEAR & YEAR GROUP:** | **2024/2025 *Input year group*** |

Dear *Input student full name as appears / registered with AO.*

The Board of Examiners for the above programme has agreed the following results*:*

|  |  |  |
| --- | --- | --- |
| **Unit/Module Number and Name** | **Unit/Module Level** | **Grade** |
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*Depending on if a student is Year 1 or Year 2, please use the appropriate wording.*

The Board of Examiners has agreed that *Input student full name as appears with AO* can proceed to the next stage of the course *insert what stage of the programme i.e., Year 2*

Academic Appeals:

The Colleges’ Academic Appeal process and guidance can be found on the Belfast Met [Public Documents](https://www.belfastmet.ac.uk/about-us/corporate-information/public-documents/) page.

Deadline for submission of academic appeal *is X working days. Please refer to your AO guidance for publication.*

*Further Details:*

*Course team to add in any further guidance for example if the May/June Exam Board approved resubmission of assessment(s) then the student should be informed of this in the results letter e.g. resubmission assessment details, its due date, how the student will submit this work, where the student can access resources to assist with this resit, when the students August Supplementary  Assessment Board will take place and any other guidance that will support a Access/HE student.*

*A Congratulation message as appropriate*

1. Pearson HN refers to Assessment Boards Ulster University refer to Board of Examiners Open University refers to Examination Boards

   QUB Preliminary Boards refers to a Subject and Exam Boards [↑](#footnote-ref-2)
2. Pearson – Contact Lisa McArdle

   Ulster University – Contact your Faculty Partnership Manager (FPM)

   Open University – Contact your Senior Quality and Partnerships Manager (SQPM) [↑](#footnote-ref-3)
3. [https://www.](https://www.belfastmet.ac.uk/about-us/corporate-information/public-documents/)belfastmet.ac.uk/about-us/corporate-information/public-documents [↑](#footnote-ref-4)