

MB BS Phase I Board of Examiners

The HYMS Phase I Board of Examiners is accountable to the HYMS Board of Studies.

Membership

The Phase I Co-ordinator (ex officio) (Chair)

The committee may elect a deputy chair

The internal examiners nominated annually by the HYMS Board of Studies and approved by the HYMS Joint Senate Committee. These will include the Student-selected Component (SSC) Co-ordinators and their Deputies, who will form, where necessary, along with one external examiner, an SSC Subgroup

The External Examiners, nominated annually by the HYMS Board of Studies and approved by the HYMS Joint Senate Committee, of whom one shall be designated as Chief Examiner

In attendance: The Progression Assessment and Examinations Officer (Secretary)

Quorum: 8 of whom at least two shall be External Examiners

A meeting convened either in whole or in part by electronic means is permissible.

Terms of Reference

1. To meet on dates set in the annual schedule of meetings of HYMS Committees.
2. To approve the content and format of all summative assessments in Phase I.
3. To receive from the HYMS Academic Progress Committee recommendations about any students who are in neglect of their academic obligations and, with powers delegated from the HYMS Board of Studies, to determine whether any students that are the subject of such a recommendation are to be excluded from examinations .
4. To consider recommendations from the Academic Progress Committee regarding students whose work has been affected by illness or personal circumstance and, with powers delegated from the HYMS Board of Studies, to determine whether these mitigate unsatisfactory academic performance in summative assessment
5. With powers delegated from the HYMS Board of Studies, to determine at each summative assessment in Phase I whether candidates have met or failed to meet the academic requirements, as laid out in *HYMS Code of Practice on Assessment and Examination*
6. Following each diet of summative assessment, to prepare and submit to the HYMS Board of Studies lists of candidates showing whether each has met or failed to meet the academic requirements for progression as set out in *HYMS Code of Practice on Progression and Termination* , signed by the Chair and an External Examiner.
7. To make recommendations to the HYMS Board of Studies regarding students that have submitted pleas in mitigation