

# Guidance to Chairs and Secretaries of Subject Boards

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| Ensure that the standard Subject Board agenda template is used (available on the [Assessments](https://www.bathspa.ac.uk/about-us/governance/academic-governance-and-policy/assessment/) page) |
| Ensure that the standard Subject Board minutes template is used (available on the [Assessments](https://www.bathspa.ac.uk/about-us/governance/academic-governance-and-policy/assessment/) page) |
| Ensure that any missing or amended mark information is added through [**eVision**](https://evision.bathspa.ac.uk/) notes and **not** in the minutes (for reassessments which are from modules which ran several years previously and which are no longer available on eVision, please enter these marks in the relevant Reassessments spreadsheet provided by the Assessments team) |
| Ensure that the Subject Board meeting is attended by a quorum in accordance with Appendix 2 - Terms of Reference: *Subject Boards* in the Committees Handbook |
| Ensure that there is sufficient time allowed in the meeting to: check module marks; discuss marking and moderation processes; review External Examiners’ comments; discuss the relevant module performance data sets on the PowerBI dashboard and discuss any relevant updates to academic frameworks, regulations or processes |
| If a programme is to be suspended or discontinued, please ensure that discussions are held within the Subject Board meeting to establish what provisions will be put in place for students who fail and subsequently need to trail a module during their next year of studies, students who are on Study or Progression Breaks and are returning to their studies and students on Professional Placement Years who will subsequently be returning to Level 6 |
| Ensure that non-submissions are discussed, considered and, where relevant, noted in the minutes as part of the mark-checking processes, particularly ensuring that there is a discussion where there is a high number of non-submissions in a particular module. Please ensure that **0 F** is entered for **all** non-submissions (including those who have approved Exceptional Circumstances) - the appropriate capping or uncapping of marks will be updated by the Assessments team |
| Ensure that completed moderation forms are sent to mystudents@bathspa.ac.uk prior to the date of the Central Assessment Board |
| Ensure that the completed minutes are sent to mystudents@bathspa.ac.uk prior to the date of the Central Assessment Board |