

## Terms of Reference – Programme Exam Board (GOV-TOR-009)

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### Purpose

The purpose of the Programme Exam Board is to oversee and ratify assessment decisions, ensuring that RCPI's academic principles, policies, and assessment regulations are applied consistently across programmes. The Board ensures fairness, transparency, and academic integrity in assessment outcomes and decision-making.

### Key Responsibilities

The Programme Exam Board is responsible for the oversight, review and ratification of assessment outcomes within an RCPI academic programme. Reporting to the Programme Board, the Programme Exam Board ensures the fairness, integrity, and consistency of assessment decisions in line with RCPI Policies and Procedures.

### Governance

- Comply with RCPI's governing instruments (Charter, By-laws and Standing Orders).
- Ensure compliance with RCPI's Assessment Regulations:
  - Assessment Policy (LID-Pol-076)
  - Assessment and Grading Procedure (LID-SOP-077)
  - Assessment of Team/Group Work Policy (LID-Pol-166)
  - Exam Regulations Policy (LID-Pol-078)
  - Programme Exam Board Procedure (LID-SOP-079)
  - External Examining Procedure (LID-SOP-080)
  - Curriculum Development Procedure (LID-SOP-029)
  - RCPI Teaching, Learning and Assessment Framework (LID-GL-061)
- Recommend appointment of Programme Examination Board members.

### Planning and Reporting

- The output of each Programme Exam Board meeting is sent to the Programme Board.

### Responsibilities in Relation to Assessment

- Considers the recommendations of all Assessment Leads, Grade Moderators, External Examiners and other Faculty on the programme.

- Ensure that assessment design, administration, and marking evidence appropriate standards of academic rigour and fairness in line with above assessment policies and procedures.
- Ensure external examiners' feedback is addressed and acted upon.
- Determines the summative assessment outcomes for all learners on all modules on all programmes, including those validated by QQI leading to awards in the National Framework of Qualifications.
- Determines the progression or final award classification for all learners on programmes, including those validated by QQI leading to awards in the National Framework of Qualifications.
- Makes decisions concerning applications for mitigation of extenuating circumstances submitted by learners in respect of their assessments.
- Discuss matters arising in relation to academic integrity, including submitted reports on academic impropriety.
- Formally reports to the Programme Board on activity of the Programme Exam Board.

## Membership

- Programme Lead
- Module Leads
- Assessment Leads
- External Examiner
- Programme Coordinator
- A representative from the Training, Education & Lifelong Learning Department responsible for Quality Assurance
- Board Secretary

## Specific procedural rules

### Nature of meetings

- Board meetings are held face-to face, by telephone, videoconference, or other electronic means.
- Board members are required to fully prepare for each meeting, read the documentation in advance, and make every reasonable effort to attend each meeting.

### Frequency of Meetings

- Board meetings are held at the end of each programme, or where required in order to progress learners to different award classifications.
- The Board determines its meeting schedule annually in advance and meet as scheduled.

### **Quorum**

- The quorum for a Board meeting is 50% of the membership (rounded up to the nearest whole number). The Programme Exam Board may conduct business despite the absence of any members, provided that the Programme Lead or nominee is satisfied that the members present and reports collected are sufficient to properly conduct business.

### **Decisions**

- Decisions are normally made by consensus, but in the absence of consensus by open vote.
- Where there is a tied vote, the Chairperson has the casting vote.
- Decisions may be made at a duly called and constituted meeting, or by a resolution in writing to all members which is approved in writing by at least a quorum of members.
- Where any voting member could be perceived to have a conflict of interest in relation to the matter being considered, they will be recused from the decision-making process. Conflict of Interest statement item will be included on all agendas.
- Any matters for decision considered when the meeting is inquorate must be subsequently ratified at the next Committee meeting before those decisions can be actioned.
- All decisions must be formally recorded. In the absence of a formal record, any apparent decision shall be deemed null and void.

### **Self-assessment**

- Self Assessment of Programme Exam Boards is conducted under the scheduled RCPI Programme Board Review Cycle

### **Review of the Terms of Reference**

- The Chairperson reviews these terms of reference every two years, in conjunction with the Programme Exam Board and amend as appropriate.
- Any amendments are included in the annual report.

Approved by	Date
Approved by Academic Board	November 2020
Review	Date
Reviewed	March 2025
Next review date	March 2028