

Results Review Exam Board

Course Title & Class Code:

Programme Title and Code:

Date | Time | Venue of Meeting | Attendees

Agenda

1. Chair welcomes everyone, introduces membership and any apologies
2. Chair appoints a secretary/record taker
3. Any potential Conflicts of interest are noted.
4. Confidentiality Statement - Members are reminded that the proceedings are confidential as they pertain to learner data.

Actions for QIP

- List any quality improvement actions to be considered by the centre or service spheres QIP

Results Review Exam board

1. Review and check the learner groups set of results;
-that results are transferred to the Awards system (E.G: QBS) and are accurate.
3. Identify any issues met in the course during its duration and corrective actions taken.
4. Recommendations for:
 - Borderline grades
 - 1 Repeats – exams / Assignments (see City of Dublin ETB repeats Policy)
 - 2 Progression/Transfer/Outcomes

<Insert additional agenda items>

Closing

Thank all staff for their participation. All documents are returned to the Chairperson or if online, documents are deleted following the meeting – care to be taken when handling sensitive data.

Results Review Exam Board Report - Sample Template

Results Review Exam board Report

(submit to the Centre-Level or Service Sphere-Level Review Results Approval Panel (RAP))

Course Title		Review Date:	
Award and Code /Programme Title		Starting numbers	Finishing numbers

Chairperson		Record taker	
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Areas for discussion - areas requiring actions following Results Review

- Borderline grades
- Progression
- Repeats – exams / assignment
- Internal and external verification process
- QIP actions for this course to be reported to centre-level / RAP review.

↳ *Actions to be completed following meeting.*

- Grades Amended**
- Repeats – exams / assignments**
- QBS/result record corrections**
- QIP actions identified**
- Progression
- Other

Balanced appraisal of the course results looking at these areas – insert comments and expand text box as required

Overview of Results			
Exemptions /Compassionate considerations			
Proposed grades modifications <i>– if any grades have modified</i>			
Issues arising from internal verification			
Issues arising from External verification			
Repeat – exams / assignments details			
Learner progression	<input type="checkbox"/> Employment	<input type="checkbox"/> Further/Higher Education	<input type="checkbox"/> Other

The Results Review Exam board agree to this set of results

YES

List the names of the attendees

Name	Role

Add additional boxes if needed