Chairs Action Guidance Notes

Documentation Management

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1.2	See Document Rollover 2017-18 Checklist Records	Senior Quality Assurance Administrator	July 2017	Quality Assurance
1.3	Documentation Management table amended	Head of Quality Assurance	July 2018	N/A
1.4	Guidance updated, following up date to Chairs Action Facility in eVision	Head of Awards, Graduation and Programme Management	April 2020	

Why?

Senate Regulation 4.63 states that 'recommendations to Senate, or other decisions about the performance and progress of students, may normally only be made at a meeting of the Board, but the Board may empower the Chair, in consultation with the appropriate External Examiner(s), to take such action as he or she sees fit at a later date where decisions are deferred in accordance with these Regulations'. Senate Regulation 4.64, therefore, allows the Chair of the appropriate Board of Examiners, where a student is eligible for an intermediate award, the decision to make such a recommendation to Senate, if no meeting of the Board is scheduled within a reasonable time, and report any outcome to the next meeting of the Board.

Examples of where Chairs' Actions should be used are to:

- fulfil an explicit Board decision, following completion of an action (e.g. receipt of EC paperwork; completion of an externally assessed test);

- reflect a decision following acceptance of ECs, or awaited evidence of ECs;

- follow resolution of an internal review or appeal;

- correct an administrative error or delay (i.e. not where the student has changed their mind or seeks an expedient resolution);

- follow an undergraduate withdrawal from a course, where there are sufficient credits to make an intermediate award (in which case a SRAF is required).

How to process?

Chair's Action requests are recorded and processed using the 'Chairs' Action Facility' in eVision. eVision requests are reviewed and approved by Quality Assurance prior to TAG processing. With the exceptions of 'rescinding an award' and 'mark amendment' requests which go straight to TAG upon submission.

What is required?

The required documentation for each action requested is detailed in the table at the end of this document (Page 5); however, all requests require explicit approval and consent to the action from the Chair.

When?

A Chair's Action request should only be used, if the next Board of Examiners meeting is more than 6 weeks away or in exceptional circumstances.

In case of any queries please contact your Quality Assurance Manager within Academic Services.

Paperwork and Approval

The table on page 5 shows both the paperwork and level of approval required for each possible action, these include:

- **Rationale for request** – a brief explanation needs to be included in the appropriate field of the Chair's action facility (it should be clear to someone with no prior knowledge of the student or situation, why the Chair's action is necessary).

- **Student profile** – using the Profile to Accompany Chair's Action report in eVision, or, where appropriate, by using paperwork presented to Board (e.g. for an award decision at a Progression Board. In addition, if requesting a rescind and new award a modeller will be required to evidence the new award.

- **Chair's approval** and **External Examiner's approval** – provided either by signature on the [Chair's Action Proforma](), or approval email (from their University account).

    When getting approval by email, the following must be clear in the body of the text:

    - The student concerned (by name and ID);
    - The students programme of study;
    - The action being approved;
    - The award to be made (e.g. BSc 2:1).

    Email approvals should be uploaded to the facility in the original form they are received from the Chair/External (i.e. not forwarded on in any way before upload).

    Separate emails for Chair and External approval should be uploaded (i.e. not be an email chain which shows both approvals).

Action	Rationale for request	Student Profile	Chair's approval	External Examiner's approval	Notes
New award	YES	YES	YES	YES	If the Chair and the External Examiner have signed the award paperwork no separate comments/approval is required.
Rescind an award	YES	YES	YES	N/A	The approval of the External Examiner is not required. However, the Chair will need to approve the action in writing or by email (University account) Select option to 'send to TAG'.
New award and rescind a previous award	YES	YES	YES	YES	If the Chair and the External Examiner have signed the award paperwork no separate comments/approval is required as they are agreeing to rescind the previous award. A modeller should be uploaded to display new award.
Mark amendment	YES	YES	YES	N/A	Rationale for the amendment to the mark must be clearly explained in the rationale on eVision. This change must be confirmed by the Chair in writing or by email (University account). Select option to 'send to TAG'.
Mark amendment and rescind an award	YES	YES	YES	N/A	Rationale for the amendment to the mark and rescind of award must be clearly explained in the rationale on eVision. This change must be confirmed the Chair in writing by the or by email (University account). A modeller should be uploaded to display new award.
Mark amendment, rescind a previous award, and new award	YES	YES	YES	YES	Rationale for the amendment to the mark, rescind of award and new award must be clearly explained in the rationale on eVision. If the award paperwork has been signed by the Chair and the External Examiner then no additional comments / approval is required. A modeller should be uploaded to display the new award.