

# Board of Examiners Secretary Screen Procedure Note

## Introduction

This procedure note will look at the key areas of board processing by Divisional staff once marked as ready by the central student administration teams.

Marking a board as ready will generate an email notification to the relevant Divisional team using the generic email address held on KentVision.

This is confirmation that the central teams are happy with the status of the marks and grades, processed any updates from the missing marks report (Divisional staff can also run this report from the Examination Boards area in KentVision), created progression records for all students under consideration by the board and run the progression rules to generate an initial progression decision for each student.

If the student is eligible for an award (including alternative exit awards for students who record a fail at a module at their final attempt), the award rule calculations will automatically run to additionally generate a provisional classification.

**Note:** In addition to running the screens in KentVision the Board of Examiners composite report, statistical reports and No Detriment Comparison report are available to run via [Reporting Services](#).

The [No Detriment Comparison](#) report should be run ahead of the Board so any required changes from this can be annotated on the secretary screens at the interim and/or main boards,

## Examination Board Templates:

A series of examination boards have been created which contains all courses reported to individual boards to ensure all students on these courses will be considered by the board.

The naming convention for these boards is all must start with BOE and end with either PG/UG, the text in-between should be seven characters long, e.g. BOEANTHROPPG (Anthropology PG board).

## A. Selection Screen for Boards

For all board types, the selection screen is the same. There are four board types;

- Interim Board (also known as a pre-board)
- Main Board
- UG Resit Interim Board
- UG Resit Main Board

**Note:** for PGT boards there is no concept of a standalone resit board so either Interim or Main board must always be selected.

- Go to **Examination Boards** and select **Examination Board Secretary Screen**.

The screenshot shows the 'Enter search parameters' form. It includes fields for: Academic year (2021-22 Academic Year), Study level, Stage (UG Stage 1, UG Stage 2, UG Stage 3), Exam board (Mathematics Board UG), Department, Course, Campus, Anonymised (Yes), Kent ID, Kent Login, Exam Number, and Board type (Interim Board). A blue button labeled 'Select a value from either Department, Exam Board or Course' is present. At the bottom are 'Quit' and 'Next' buttons.

- **Academic Year:** defaults to the current academic year.
- **Study Level:** Undergraduate or Postgraduate Taught must be selected.
- **Stage:** at least one stage must be selected but multiple selections can be made.
- **Exam Board:** select the relevant examination board from the drop down list. This is an extensive list and to make the search easier you can start typing the name of the board and the selection is reduced.
- **Department:** select the academic department from the dropdown list.
- **Course:** the board can be run against an individual course and by typing the name the course can be selected.

**\*\* You can only retrieve by examination board, Department OR course; once you have selected one the other option is greyed out and cannot be used. \*\***

- **Campus:** to select a specific campus select the appropriate value from the dropdown list.
- **Anonymised:** this can be set to "Yes" or "No" as required. If you select "Yes", **details of an end of year extenuating circumstance request will not be available.**
- **Kent ID:** an individual student can be retrieved using a Kent ID number.
- **Kent Login:** an individual student can be retrieved using a Kent login.
- **Exam number:** an individual student can be retrieved using an examination number.
- **Board Type:** one of the board types must be selected e.g. Main Board
- Click **Next** to proceed.

**Note:** if you opt to quit from the secretary screen you will be returned to the selection parameters screen and it will restore your selection criteria. If you logout of KentVision these will need to be re-entered.

## B. Examination Board Secretary Screen – General View

On clicking **Next** the screen will start to load the student details for the board.

The tolerance level for the screen has been set to 1,000 students so if your board criteria exceeds this, the page will not load and you will need to amend your search criteria e.g. remove a stage value.

The general view for all board types is the same with the default view as course, stage and Kent ID. The default view is 50 records on the screen but this can be increased by using the drop down options.

The screenshot shows the 'Interim Board Results' table. It has columns for: Name, Stage, Kent ID, Exam Number, Name, Stage, Total Credit, Provisional Result, Provisional Award, Provisional Classification, Selection, Board Action, and Status. A blue arrow points to the 'Name' column header.

- The default sort criteria on the page are stage, course and ID but the data can be sorted by any of the columns provided by clicking on the grey downwards arrow next to the column headings and these can be multiple e.g. Exam Number and Stage.



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## 4. Completed Modules:

The functionality is as detailed above and is made visible by clicking the chevron symbol.

Completed Modules

## 5. Progression & Award Summary:

This section displays stage averages and any historic progression decisions and related examination board notes. *Notes will only be displayed from the 2020/2021 academic year onwards where these have been recorded in KentVision.*

Progression & Award Summary						
Summary Details						
Stage Averages		Stage 1: 73.5 Stage 2: 64.4				
Previous Progression(s)						
Year	Academic Year	Type	Date Agreed	System Decision	Agreed Decision	Award Transfer Decision
2020	2020	DS	16/07/2020	Exclusion	Exclusion	None
Notes: 07/08/2021 - Calculated module results agreed by the Dean Board						
This Progression						
Year	Academic Year	Type	Date Agreed	System Decision	Agreed Decision	Award Transfer Decision
2021	2021	DS	16/07/2021	May Proceed to Next Stage	None	None

- To return to the summary view scroll to the foot of the page and click **Back**.

Back

## C. Board Processing:

- The board functionality enables users to refer to the module actions and notes recorded at the mitigation committee and to update adjustment to modules for such mitigation reasons or to indicate the recommended retrieval method for failed modules.
- Notes can be entered and also recommendations for a change to a progression decision and an overall classification can also be made. **All changes recorded will be carried forward to the main board where they can be agreed or adjusted if needs be.**
- The board selections should be made as described in section 1 against a **Board Type** of Interim or Main Board and with Anonymised set as required.

Interim Board Results											
Course Code	Course Name	Stage	Kind ID	Examin	Name	Stage Average	Total Credit	Provisional Result	Provisional Award	Provisional Classification	Ext Circs
UNIC00011801 F	Actual Science with a Foundation Year	DS				0	0.00	Fail Board Resubmit			
UNIC00011801 F	Actual Science with a Foundation Year	DS				0	0.00	None			

- If a student has raised an end of year/Board of examiners extenuating circumstance request a warning sign is populated in the **Ext Circs** column. If the mitigation committee have recorded module adjustments, this will be recorded in the **Board Actions** column/

Course Code	Course Name	Stage	Kind ID	Examin	Name	Stage Average	Total Credit	Provisional Result	Provisional Award	Provisional Classification	Ext Circs	Board Actions	Status
UNIC00011801 F	Actual Science with a Foundation Year	DS				0	0.00	Fail Board Resubmit					

- To view full details for an individual student click the **View** option.
- If no action is required click **Agree** which will remove the **Action** option and add a tick to the Status column.



Undo

View

- Click **Undo** if you wish to reverse this and record actions against the student.
- Select **Action** to initiate the recording of module action(s) and overall note from the mitigation committee to present to the Board of Examiners.

The **Actions & Recommendations** box is displayed. As you scroll down the screen to the module details the box will dynamically move but can be pinned to a specific area by clicking on the **Pinned** icon.

The **Multiple Action Widget** has a dropdown of available actions of which the majority are recorded at the overall **module level**.

The following actions are recorded at the **assessment component level**;

- Deferral on Pass
- Extension
- Substitute marks
- Missing marks
- Disregard
- Undo No Detriment (ND) disregard

### (A) Action at the Module Level:

From the dropdown select the appropriate action. This activates the **Apply to all failed modules** and can be selected if the same action applies to ALL failed modules. Alternative you can select individual module(s) to apply the action to.

Click **Save** to display confirmation text. Click **CANCEL** to rescind the action or **CONTINUE – PROCESS** to proceed.

Confirm

Please confirm that you wish to apply a recommendation of **Deferral on Pass** to the modules/assessments listed below.

Module	Assessment
BUSN2910	N/A
<div> <div>CANCEL</div> <div>CONTINUE - PROCESS</div> </div>	

This recorded is recorded in the **Actions** section against the three board types (mitigation, Internal and Main). **Note: these actions can be viewed and amended at later boards.**

### (B) Action at the Assessment Level:

If it is an assessment level action e.g. disregard, select the appropriate action from the dropdown list and the **Expand** button against the relevant module. This enables selection against the specific assessment component(s) to be actioned.

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Click **Save** to display confirmation text. Click **CANCEL** to rescind the action or **CONTINUE – PROCESS** to proceed.

Confirm

Please confirm that you wish to apply a recommendation of **Disregard** to the modules/assessments listed below:

This recorded is recorded in the **Actions** section against the three board types (mitigation, Internal and Main). **Note: these actions can be viewed and amended at later boards. The final agreed action at the Main board is what will be used the central teams to process results once the boards has been closed.**

## (C) Action against a Completed module:

It is now possible to raise a module action as described above for a module completed in a previous academic year.

As in the previous section select **Action** and then open up the **Completed modules** section.

Select a component or module action from the **Module Action Widget** and apply to a module(s) or module assessment component(s).

Click **Save and Finish** to display the confirmation step.

Confirm

Please confirm that you wish to apply a recommendation of **Disregard** to the modules/assessments listed below:

Click **Continue – Process** to return to the full student list. The record has been agreed with the module actions record and **Board Actions** and **Status** columns updated when you return to the full board display.

## Board Actions Status

## Recording a Board note:

- A general, free text, **Board note** can be added if you chose. This note can be viewed by the central teams when processing post-board.

*This is not required unless circumstances regarding an overall progression outcome change needs specifically outlining or **Missing marks** or **Substitute marks** is selected as a module action as you will need to specify what assessment component mark(s) needs updating.*

- A free text note can be added via the Notes section of Actions & Recommendations. Click **Zoom** to expand the Notes area to add edit or view any detailed notes.

- Click **Save** and a pop up will ask you to **Cancel** or **Continue – Process**.

- Clicking **Save and Finish** and a pop up will ask you to **Cancel** or **Continue – Process**.

- Click **Back** to return to the board.

- A board note can be edited and or appended as required. Once amendments/additions have been completed, click **Save and Finish** to display the confirmation stage and agree the student details.

- Once the note has been saved and the record agreed, the note can be viewed in the **This Progression** section of the **Progression & Award Summary**.





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Exam Code	Course Name	Stage	Start ID	Exam Number	Name	Stage Average	Total Credit	Provisional Result	Provisional Award	Provisional Classification	Set Class	Board Action	Status
UN202019184	Artificial Science with a Foundation Year	UG1	202076	202076		66.000	362.000	Fail (presented to Board of Examiners)					<a href="#">View</a>
UN202019184	Artificial Science with a Foundation Year	UG1	202076	202076		66.000	375.000	Potential Stage Result: Failed in History Assess					<a href="#">View</a>
UN202019184	Artificial Science with a Foundation Year	UG1	202076	202076		66.000	375.000	Potential Stage Result: Failed in History Assess					<a href="#">View</a>
UN202019184	Artificial Science with a Foundation Year	UG1	202076	202076		66.000	375.000	Potential Stage Result: Failed in History Assess					<a href="#">View</a>
UN202019184	Artificial Science with a Foundation Year	UG1	202076	202076		66.000	375.000	Potential Stage Result: Failed in History Assess					<a href="#">View</a>
UN202019184	Artificial Science with a Foundation Year	UG1	202076	202076		66.000	375.000	Potential Stage Result: Failed in History Assess					<a href="#">View</a>

- The **search box** can be used to find an individual student by starting to type the student exam number.

Exam Code	Course Name	Stage	Start ID	Exam Number	Name	Stage Average	Total Credit	Provisional Result	Provisional Award	Provisional Classification	Set Class	Board Action	Status
UN202019184	Artificial Science with a Foundation Year	UG1	202076	202076		66.000	362.000	Fail (presented to Board of Examiners)					<a href="#">View</a>

## (E) Mark Board As Complete

- Once all students have been **agreed**, the board needs to be closed. This will trigger an email to the central teams and prompt them to start the post-board processing.
- From the Board of Examiners screen, select Mark Flags for Boards.



- Select your examination board from the drop down list, the Board type (main or resit), leave the academic year as the default year and mark as Board complete. Click **Next**.

**Update Exam Boards**

Select Exam Boards:

Academic Year:

Board Type: ☒ Main ☐ Resit

Flag Type: ☐ Ready for board ☒ Board complete ☐ Ready to run pass list ☐ Ready for marks release ☐ Ready for rollover ☐ Clear Board Flags

[Return to Exam Boards](#) [Next](#)

- From Board Options **Select All** or tick next to the exam board code. Select the stage(s) and click **Save**.

**Mark Flags for Boards**

Setting on this screen will identify that the boards are now complete and are ready for final processing by CIMSAD. After setting the flags CIMSAD will be informed by email and you will no longer have access to update Board actions for the Boards and stages marked as complete except via email to CIMSAD.

Exam Board(s):

Board Type:

Flag Type:

**Flag Legend**

- \* M, R is for Main board & R is for Resit board
- \* B, M, R is ready for board
- \* C, M, R is ready to run pass list
- \* P, M, R is ready for marks release
- \* M, M, R is ready for rollover
- \* M, M, R is ready to release

Setting on this screen will set the flags for the stages and boards selected to C, M

**Board Flags**

Board Options:

☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒

[Back](#) [Save](#)

- Confirmation of action is displayed on the screen.

**Mark Flags for Boards**

Your changes have been stored

Setting on this screen will identify that the boards are now complete and are ready for final processing by CIMSAD. After setting the flags CIMSAD will be informed by email and you will no longer have access to update Board actions for the Boards and stages marked as complete except via email to CIMSAD.

Exam Board(s):

Board Type:

Flag Type:

- Click **Return to Exam Boards** to quit the screen.