## **APPENDIX THREE: Course Assessment Meeting and Module Assessment Meeting Terms of Reference**

**COURSE ASSESSMENT MEETING (CAM)**

**Terms of Reference**

A Course Assessment Meeting (formally known as a CAB) acts on the delegated responsibility of the Senate to ratify results of all moderated assessments for all candidates presented by the School. The terms of reference for a CAM are as follows;

1. To ratify the outcomes of the performance in modules (passed, referred, deferred, condoned or failed), based on the moderated marks brought forward to the CAM. These decisions are made in accordance with the Regulations for Awards.
2. To ratify student progression between stages of the course, in accordance with the Regulations for Awards.
3. To ratify degree classifications and conferment of awards, in accordance with the Regulations for Awards.
4. To confirm the application of the uplift criteria on student profiles as set out in in **section 6.5** of the Regulations for Awards (Taught).
5. To confirm that the School has properly carried out its assessment responsibilities, including internal and external moderation, where appropriate.
6. To record student outcomes.

**Membership**

The membership of each meeting will normally comprise;

* The Chair nominated by the Dean of School (academic staff member), who will be independent of the course being considered;
* The Course Leader(s);
* The course administrator (also responsible for CAM cover sheet),

**In Attendance**

* The Director of Registry (or nominee) may attend to provide guidance on the regulations.

**Quorum**

All three members have to attend the meeting or send an appropriate delegate.

**Mode of Operation**

Each School is responsible for the arrangements and conduct of their CAM meetings

and must allocate an administrator to record decisions.

The timing of CAMs within the course structure must be specified as part of the validation process. For taught courses, each stage should normally have a main, resit and final deferral CAM.

**MODULE ASSESSMENT MEETING (MAM)**

**Terms of Reference**

The Module Assessment Meeting (formally known as a Pre-CAB) exists to quality assure the performance of every course module and allow corrective action to be taken, should it be appropriate, prior to the Course Assessment Meeting (CAM). The terms of reference for a MAM are as follows;

1. To allow Schools to check all module marks are present and correct before individual student profiles are considered at the CAM.
2. To evaluate and scrutinise Module Mark Analysis Reports to consider the relative performance of a module over time, where data is available.
3. To evaluate any discernible trends based on agreed criteria.
4. To identify and record any anomalies in module marks in accordance with past performance. If anomalies are found, to provide an opportunity for scaling adjustment or moderation review, if appropriate and recommend any module improvements needed.
5. To identify which modules may not be considered for potential scaling due to PSRB reasons.

**Membership**

The membership of each MAM will normally comprise;

* The Chair nominated by the Dean of School (academic staff member), who will be independent of the course being considered;
* One Associate Dean (AD) or Director of Teaching and Learning (DoTL)
* One additional academic who is a subject specialist for the area, usually the subject area lead or equivalent. This could be the External Examiner.
* Module leaders, to present the findings of the report

**In attendance**

* A member of the School professional services team will take an action log to record the MAM’s decisions;

**Quorum**

The Chair, Module Leader and at least one other academic should be in attendance for the MAM to be quorate. In all other cases, the MAM may not proceed where it is not quorate.

**Mode of Operation**

Each School is responsible for the arrangements and conduct of their MAM meetings and must allocate an administrator to record decisions.