

EXAMINATION BOARD

Role of the Examination Board

The Examination Board is responsible to GSTM for develop and implement the processes governing the conduct of examinations or assessments of its internal developed courses.

Responsibilities of the Examination Board

The Examination Board will be in-charge of the development of examination and assessment procedures, and facilitate the implementation of procedures to:

- Ensure the security of examination scripts and answer scripts;
- Ensure the proper conduct of examinations and assessments;
- Define and ensure the proper discharge of duties and responsibilities of invigilators and markers;
- Conduct moderation of examination and assessment marks;
- Handle appeals from students with regards to examination or assessment matter;
- Reviewing, at least once a year, the examination and assessment policies and procedures

Terms of Reference

The term of reference of Examination Board is to:

- Develop examination and assessment procedures for the school, including but not limited to:
 - The security of examination scripts and answer scripts;
 - The conduct of examinations and assessment;
 - The duties and responsibilities of invigilators and markers;
 - The moderation of examination and assessment marks.
- Ensure that the students receive appropriate notification of the results
- Ensure full and open discussion about the performance of students takes place, taking into account the views of the Second Marker and/or University Partner's Exam Board and/or External Examiner, recommendations of the mitigating circumstances (where relevant);
- Handling of appeals from students with regard to examination or assessment matters