



1.1	Purpose	2
1.2	Membership	

- IV. has successfully completed the RVC's training, organised by the Examinations and Assessment team (Exams@RVC.AC.UK) before the appointment can be confirmed.
- V. A nominee should meet any requirements set by any relevant PSRBs and collaborative partner(s) for the programme in question.

Exam Board Chairs are normally appointed for a period of 4 years. The appointment can be renewed after 4 years for a maximum tenure of 8 years.

The Board of Examiners shall have a Deputy Chair appointed by the Academic Board.

A Deputy Chair:

- I. is independent of the course i.e., nominee should not hold a role of a curriculum manager for the course or year of the course and ideally should not have been involved in the delivery of teaching and assessment for the course or year of the course to which Board they are being appointed.
- II.

- V. Ensuring that there are no irregularities in the conduct of the examination and that it has been conducted in accordance with the Regulations.
- VI. Attending meetings of Board of Examiners held to determine the results of examinations and participating fully in all their decisions. In exceptional circumstances and with the prior agreement of the Exam Board Chair, an External Examiner may be permitted to attend the meeting remotely via video call. At least one External Examiner must be present at the Board of Examiners.
- VII. Approving results by signing lists of results.
- VIII. Submitting a report to the College each academic year. When appropriate, External Examiners