Pre-Boards, Module Assessment Board (MABs), Progression and Award Boards (PABs) Guide

Table of Contents

Module Assessment Boards (MABs) and Progression and Award Boards (PABs)

In September 2025, Bath Spa University introduced changes to its Assessment Board processes.

1. Subject Boards were retitled as Module Assessment Boards (MABs), with the remit of approving individual student marks and considering module statistics and trends. MABs are organised by the centralised Assessments team.

2. Central Assessments Boards were retitled as Progression and Award Boards, with the remit of confirming progression and awarding decisions. PABS are organised by the centralised Assessments team.

3. Pre-Boards were introduced with the administrative function of ensuring that all recorded module results have been correctly entered into BSU's student records system (SITS) and reporting any late or missing marks to the Module Assessment Board for consideration. The checking of marks at the Pre-Boards will open a space for a review of module performance data and statistics at the Module Assessment Board meeting, including module trends, student attainment and attainment gaps and External Examiner comments. Pre-Boards are organised within the academic Schools, with administration of the Pre-Boards being led by the School Operations teams.

Guidance and agenda and minute templates for MABs and PABs are available on the [Assessment](#) pages.

Pre-Boards, Module Assessment Boards (MABs) and Progression and Award Boards (PABs) – Chair's Flowchart

Chair of Pre-Board: Subject Leader, with Module Leaders in attendance

↓

Chair of Module Assessment Board (MAB): Head of School, with Subject Leaders in attendance

↓

Chair of Progression and Award Board (PAB): Senior Academic Member of Staff, with Heads of School in attendance
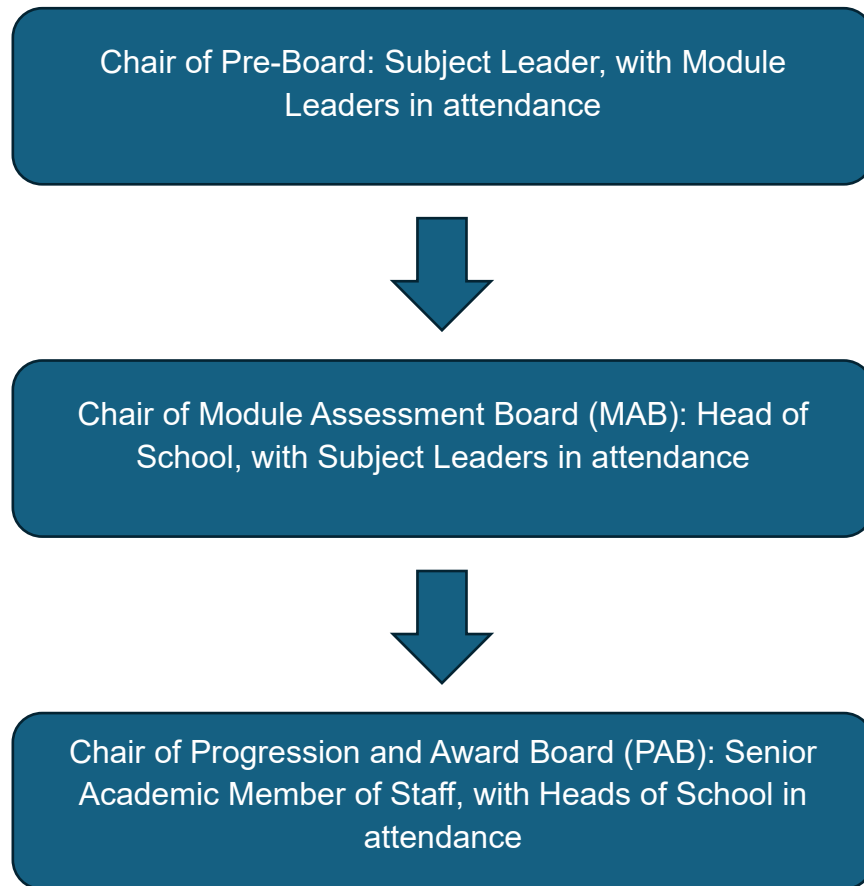
Pre-Boards Guidance and Templates

Guidance to Chairs of Pre-Boards

The Chair of the Pre-Board should be the relevant Subject Leader.

- The purpose of the Pre-Board is *"an administrative function to ensure that all recorded modules results have been correctly entered into the student records system; identifying any missing, late or unexpected marks and reporting according to the Module Assessment Board for consideration"*.

- Ensure that the standard Pre-Boards agenda template is used (available on the Assessment – Bath Spa University page).

- Ensure that the standard Pre-Boards meeting notes template is used (available on the Assessment – Bath Spa University page).

- Ensure that module marks and grades have been checked in eVision and that any missing, late or amended mark information is added through **eVision** notes and **not** in the minutes (for reassessments which are from modules which ran several years previously and which are no longer available on eVision, please enter these marks in the relevant Reassessments spreadsheet provided by the Assessments team).

- Please ensure that **0 F** is entered for **all** non-submissions (including those who have approved Exceptional Circumstances) - the appropriate capping or uncapping of marks will be updated by the Assessments team.

- Ensure that completed moderation forms have been uploaded to the moderation form folders on the relevant Assessment Sharepoint site (a link will be sent by the Assessments team mystudents@bathspa.ac.uk). Note any missing moderation forms on the meeting notes to be sent to mystudents@bathspa.ac.uk

- Ensure that the completed meeting notes are sent to mystudents@bathspa.ac.uk prior to the date of the relevant Module Assessment Board (MAB), highlighting any modules missing marks (including the rationale for these missing marks and an indication of when the marks will be available), missing moderation forms or other issues that should be highlighted to the Chair of the MAB and considered at the MAB meeting.

Pre-Board Agenda Template

INSERT NAME OF SCHOOL

Undergraduate/Postgraduate INSERT SUBJECT AREAS Pre-Board

Day Date Month, HH:HH

AGENDA

Attendees: (Chair)

Apologies:

1. Introduction and Welcome from Chair

2. Apologies for Absence

3. Checking of marks and grades in eVision (any missing or amended mark information to be added through **eVision** notes)

   MODULE CODE Module Title
   MODULE CODE Module Title
   MODULE CODE Module Title
   MODULE CODE Module Title
   MODULE CODE Module Title
   MODULE CODE Module Title

   Reassessments – reminder that module tutors should have submitted any reassessment marks to the Assessments team.

4. Confirmation that completed moderation forms have been uploaded to the moderation form folders on the relevant Assessment Sharepoint site [*Assessments team to add link to relevant moderation form folders*]

5. Confirmation that any information to be highlighted (bullet points) for discussion by the Chair at the relevant Module Assessment Board (MAB) has been noted in the meeting notes document (such as modules missing marks, missing moderation forms or other issues that should be considered at the MAB meeting)

6. Any Other Business

Pre-Board Meeting Notes Template

INSERT NAME OF SCHOOL

Undergraduate/Postgraduate INSERT SUBJECT AREAS Pre-Board

Day Date Month, HH:HH

MEETING NOTES

Attendees: (Chair)

Apologies:

7. Introduction and Welcome from Chair

8. Apologies for Absence

9. Checking of marks and grades in eVision (any missing or amended mark information to be added through **eVision** notes)

   MODULE CODE Module Title
   MODULE CODE Module Title
   MODULE CODE Module Title
   MODULE CODE Module Title
   MODULE CODE Module Title
   MODULE CODE Module Title

   Reassessments – reminder that module tutors should have submitted any reassessment marks to the Assessments team.

10. Confirmation that completed moderation forms have been uploaded to the moderation form folders on the relevant Assessment Sharepoint site [*Assessments team to add link to relevant moderation form folders*]

11. Confirmation that any information to be highlighted (bullet points) for discussion by the Chair at the relevant Module Assessment Board (MAB) has been noted in the meeting notes document (such as modules missing marks, missing moderation forms or other issues that should be considered at the MAB meeting)

12. Any Other Business

Important Note: Please ensure that the completed meeting notes are sent to mystudents@bathspa.ac.uk prior to the date of the relevant Module Assessment Board (MAB), highlighting any modules missing marks (including the rationale for these missing marks and an indication of when the marks will be available) or other issues that should be considered or checked by the Chair at the MAB meeting.

Module Assessment Board (MAB) Guidance and Templates

Guidance to Chairs of Module Assessment Boards (MAB)

The Chair of the MAB should be the relevant Head of School

- Ensure that the standard MAB agenda template is used (available on the [Assessment – Bath Spa University](#) page)

- Ensure that the standard MAB minutes template is used (available on the [Assessment – Bath Spa University](#) page)

- Ensure that the MAB meeting is attended by a quorum in accordance with [Module Assessments Board Terms of Reference](#)

- Ensure that any missing or amended mark information is added through **[eVision](#)** notes and **not** in the minutes (for reassessments which are from modules which ran several years previously and which are no longer available on eVision, please enter these marks in the relevant Reassessments spreadsheet provided by the Assessments team). Please ensure that the rationale for these missing or amended marks are noted in the minutes.

- Ensure that there is sufficient time allowed in the meeting to: assure yourself that marking, moderation, examining and assessment processes for the modules within the purview of the Board have been conducted in accordance with the relevant academic policies and regulations; discuss marking and moderation processes; highlight for discussion where a majority of marks range either below or above average for a module; review External Examiners' comments; discuss the relevant module performance data sets on the [PowerBI](#) dashboard and discuss any relevant updates to academic frameworks, regulations or processes

- Ensure that the Subject External Examiners have completed their duties with regards to the modules which are being signed off during the MAB

- Ensure that completed moderation forms are uploaded to the Moderation form folder on the UG or PG Assessments Sharepoint site or the relevant Partner Institution

Assessments Sharepoint site (a link will be sent by mystudents@bathspa.ac.uk) prior to the date of the MAB

- If a programme is to be suspended or discontinued, please ensure that discussions are held within the MAB meeting to establish what provisions will be put in place for students who fail and subsequently need to trail a module during their next year of studies, students who are on Study or Progression Breaks and are returning to their studies and students on Professional Placement Years who will subsequently be returning to Level 6

- Ensure that non-submissions are discussed, considered and, where relevant, noted in the minutes as part of the mark-checking processes, particularly ensuring that there is a discussion where there is a high number of non-submissions in a particular module. Please ensure that **0 F** is entered for **all** non-submissions (including those who have approved Exceptional Circumstances) - the appropriate capping or uncapping of marks will be updated by the Assessments team

- Ensure that the Chair of the Module Assessment Board Confirmation of Module Marks Sign-off Sheet has been signed and saved on the relevant Assessments Sharepoint site.

- Ensure that the Subject External Examiner Module Assessment Board Sign-off Sheet has been signed and saved on the relevant Assessments Sharepoint site.

- Ensure that the completed minutes are saved on the relevant Assessments Sharepoint site prior to the date of the Progression and Award Board (PAB).

Module Assessment Board Agenda Template

INSERT NAME OF SCHOOL

Undergraduate/Postgraduate INSERT SUBJECT Module Assessment Board (MAB)

Day Date Month, HH:HH

AGENDA

Attendees: (Chair)

Apologies:

1. **Introduction and Welcome from Chair**

2. **Apologies for Absence**

3. **Declarations of Interest**

4. **Chair's Remarks**

5. **Minutes of Pre-Board Meetings**

6. **Receipt of Assessment Regulations**

   Undergraduate Academic Framework or Taught Postgraduate Framework or
   Foundation Degree Framework
   Academic Regulations
   Assessment and Feedback Policy
   Academic Appeals Policy
   Academic Integrity
   Exceptional Circumstances

7. **Confirmation of Receipt of Moderation Forms**
   Confirmation from Module Leaders that internal moderation has been completed (and all moderation records have been uploaded to the appropriate Assessments and Progression SharePoint folder - links will be provided by the Assessments team).

8. **Consideration and Approval of Module Assessment Results and Reassessment Results**
   Please note that all mark changes or additions should be added through the "Notes" function on eVision and not in the minutes. For reassessments which are from modules which ran several years previously and which are no longer available on

eVision, please enter these marks in the relevant Reassessments spreadsheet provided by the Assessments team.

MODULE CODE Module Title
MODULE CODE Module Title
MODULE CODE Module Title
MODULE CODE Module Title
MODULE CODE Module Title
MODULE CODE Module Title

Reassessments – reminder that module tutors should have submitted any reassessment marks to the Assessments team.

9. **If a programme is to be suspended or discontinued, discussion regarding what provision for students on suspended or discontinued programmes will be put in place to support students**

10. **Module performance and enhancement: feedback and discussion**
Link to module statistics data set(s) on PowerBI or statistics report

Discussion regarding module performance and enhancement

11. **Comments from External Examiners**

12. **Nominations for Subject-based Prizes (if applicable)**

13. **Confirmation of Arrangements for Chair's Action**
Mark changes flowchart

14. **Any Other Business**

15. **Date of Next Meeting**
DD Month YYYY

Module Assessment Board Minutes Template

INSERT NAME OF SCHOOL

Undergraduate/Postgraduate INSERT SUBJECT Module Assessment Board (MAB)

Day Date Month, HH:HH

MINUTES

Attendees: (Chair)

Apologies:

1. **Introduction and Welcome from Chair**
   Confirmation of quoracy and reminder of confidentiality and online protocols.

2. **Apologies for Absence**

3. **Declarations of Interest**

4. **Chair's Remarks**

5. **Minutes of Pre-Board Meetings**

6. **Receipt of Assessment Regulations**

   Undergraduate Academic Framework or Taught Postgraduate Framework or
   Foundation Degree Framework
   Academic Regulations
   Assessment and Feedback Policy
   Academic Appeals Policy
   Academic Integrity
   Exceptional Circumstances

7. **Confirmation of Receipt of Moderation Forms**
   Confirmation from Subject Leaders that internal moderation has been completed
   (and all moderation records have been uploaded to the appropriate Assessments and
   Progression SharePoint folder - links will be provided by the Assessments team).

8. **Consideration and Approval of Module Assessment Results and Reassessment Results**
   Please note that all mark changes or additions should be added through the "Notes"
   function on eVision and not in the minutes. For reassessments which are from

modules which ran several years previously and which are no longer available on eVision, please enter these marks in the relevant Reassessments spreadsheet provided by the Assessments team.

MODULE CODE Module Title
MODULE CODE Module Title
MODULE CODE Module Title
MODULE CODE Module Title
MODULE CODE Module Title
MODULE CODE Module Title

Reassessments – reminder that module tutors should have submitted any reassessment marks to the Assessments team.

Please ensure that the Chair of the Module Assessment Board (MAB) signs the Chair of the Module Assessment Board Confirmation of Marks Sign-off Sheet.

9. **If a programme is to be suspended or discontinued, discussion regarding what provision for students on suspended or discontinued programmes will be put in place to support students**

10. **Module performance and enhancement: feedback and discussion**
Link to module statistics data set(s) on PowerBI or statistics report

Discussion regarding module performance and enhancement

11. **Comments from External Examiners**

12. **Nominations for Subject-based Prizes (if applicable)**

13. **Confirmation of Arrangements for Chair's Action**
Mark changes flowchart

14. **Any Other Business**

15. **Date of Next Meeting**
DD Month YYYY

IMPORTANT NOTE: Please ensure that the completed minutes and the Chair of the Module Assessment Board Confirmation of Marks Sign-off Sheet and Subject External Examiner Module Assessment Board Sign-off Sheet are saved on the relevant Assessments SharePoint site prior to the date of the Progression and Award Board (PAB).

Chair of Module Assessment Board Confirmation of Module Marks Sign-off Sheet

Chair of Module Assessment Board Confirmation of Module Marks Sign-off Sheet

The Chair of the Module Assessment Board is responsible for chairing the Module Assessment Board, which has the following functions:

1. Confirming that marking, moderation, examining and assessment processes for the modules within the purview of the Board have been conducted in accordance with the relevant academic policies and regulations.

2. Approving marks for individual students within each module and recommending these for consideration to the Progression and Award Board to inform progression and awarding decisions.

3. Reviewing student performance trends and outcomes for the modules and subject areas considered by the Board and considering enhancement opportunities to improve student outcomes.

4. Considering comments from external examiners in respect of standards, quality and enhancement for the modules and subject areas within the purview of the Board.

Chair of the Module Assessment Board (MAB) Declaration:

I, *INSERT NAME,* as Chair, confirm that the marks for the following modules have been approved at the Module Assessment Board, which took place on *INSERT DATE*:

MODULE CODE Module Title

MODULE CODE Module Title

MODULE CODE Module Title

MODULE CODE Module Title

MODULE CODE Module Title

MODULE CODE Module Title

Signature:

Date:

Subject External Examiner Module Assessment Board Sign-Off Sheet

Subject External Examiner Module Assessment Board Sign-Off Sheet

I, ***INSERT NAME,*** as Subject External Examiner (***INSERT SUBJECT***), confirm that I have reviewed the module results for the following modules at the Module Assessment Board, which took place on ***INSERT DATE***:

Comments (please add N/A) where there are none):

MODULE CODE Module Title

MODULE CODE Module Title

MODULE CODE Module Title

MODULE CODE Module Title

MODULE CODE Module Title

MODULE CODE Module Title

Signature:

Date:

Progression and Award Board (PAB) Guidance and Templates

Guidance to Chairs of Progression and Award Boards (PABs)

The Chair of the PAB should be a senior Academic member of staff

- Ensure that the standard PAB agenda template is used (available on the [Assessment – Bath Spa University](#) page)

- Ensure that the standard PAB minutes template is used (available on the [Assessment – Bath Spa University](#) page)

- Chair the PAB meeting (usually by Microsoft Teams). Ensure that the PAB meeting is attended by a quorum in accordance with [Progression and Award Boards Terms of Reference](#)

- Facilitate feedback on student results, progression and award decisions and student data from those in attendance, including the Chief External Examiner(s)

- Reflect on the discussions at the meeting and escalate any matters to the Academic Board, where consideration of a change to the regulations may be recommended

- Ensure that the Chair of the Progression and Award Board Confirmation of Progression and Awards Sign-off Sheet has been signed

- Ensure that the Chief External Examiner Progression and Award Board Sign-off Sheet has been signed

- Consider any Chair's actions requests which are submitted after the Board meeting

Progression and Award Board Undergraduate Agenda Template

Undergraduate INSERT SEMESTER Progression and Award Board (PAB)

Day Date Month, HH:HH

AGENDA

Attendees: (Chair)

Apologies:

Note: The meeting will be transcribed for the purposes of the minutes, unless any attendees object to the meeting being transcribed.

1. **Introduction and Welcome from Chair**

2. **Apologies for Absence**

3. **Declarations of Interest**

4. **Chair's Remarks**

5. **Minutes of Module Assessment Boards (MABs)**

6. **Receipt of changes to Assessment (or other relevant) Policies and Regulations**

7. **Confirmation of Progression and Awards (by virtual sign-off on spreadsheet by 17:00 on the day of the PAB)**

8. **Data Sets: feedback and discussion**
   Link to statistics data set(s) on PowerBI or statistics report
   Discussion regarding trends, performance and enhancement

9. **Comments from Chief External Examiner**

10. **Arrangements for Chair's Action and Chair's Reflections for Escalation to Academic Board**
    Mark changes flowchart

11. **Any Other Business**

12. **Date of Next Meeting**
    DD Month YYYY

Progression and Award Board Undergraduate Minutes Template

Undergraduate INSERT SEMESTER Progression and Award Board (PAB)

Day Date Month, HH:HH

MINUTES

Attendees: (Chair)

Apologies:

1. **Introduction and Welcome from Chair**

2. **Apologies for Absence**

3. **Declarations of Interest**

4. **Chair's Remarks**

5. **Minutes of Module Assessment Boards (MABs)**

6. **Receipt of changes to Assessment (or other relevant) Policies and Regulations**

7. **Confirmation of Progression and Awards (by virtual sign-off on spreadsheet by 17:00 on the day of the PAB)**

8. **Data Sets: feedback and discussion**
   Link to statistics data set(s) on PowerBI or statistics report
   Discussion regarding trends, performance and enhancement

9. **Comments from Chief External Examiner**

10. **Arrangements for Chair's Action and Chair's Reflections for Escalation to Academic Board**
    Mark changes flowchart

11. Any Other Business

12. Date of Next Meeting
DD Month YYYY

IMPORTANT NOTE: Please ensure that the completed minutes and the Chair of the Progression and Award Board Confirmation of Progression and Awards Sign-off Sheet are saved on the relevant Assessments Sharepoint site.

Progression and Award Board Postgraduate Agenda Template

Postgraduate INSERT TRIMESTER Progression and Award Board (PAB)

Day Date Month, HH:HH

AGENDA

Attendees: (Chair)

Apologies:

Note: The meeting will be transcribed for the purposes of the minutes, unless any attendees object to the meeting being transcribed.

1. **Introduction and Welcome from Chair**

2. **Apologies for Absence**

3. **Declarations of Interest**

4. **Chair's Remarks**

5. **Minutes of Module Assessment Boards (MABs)**

6. **Receipt of changes to Assessment (or other relevant) Policies and Regulations**

7. **Confirmation of Progression and Awards (by virtual sign-off on spreadsheet by 17:00 on the day of the PAB)**

8. **Data Sets: feedback and discussion**
   Link to statistics data set(s) on PowerBI or statistics report
   Discussion regarding trends, performance and enhancement

9. **Comments from Chief External Examiner**

10. **Arrangements for Chair's Action and Chair's Reflections for Escalation to Academic Board**
    Mark changes flowchart

11. **Any Other Business**

12. **Date of Next Meeting**
    DD Month YYYY

Progression and Award Board Postgraduate Minutes Template

Postgraduate INSERT TRIMESTER Progression and Award Board (PAB)

Day Date Month, HH:HH

MINUTES

Attendees: (Chair)

Apologies:

1. **Introduction and Welcome from Chair**

2. **Apologies for Absence**

3. **Declarations of Interest**

4. **Chair's Remarks**

5. **Minutes of Module Assessment Boards (MABs)**

6. **Receipt of changes to Assessment (or other relevant) Policies and Regulations**

7. **Confirmation of Progression and Awards (by virtual sign-off on spreadsheet by 17:00 on the day of the PAB)**

8. **Data Sets: feedback and discussion**
   Link to statistics data set(s) on PowerBI or statistics report
   Discussion regarding trends, performance and enhancement

9. **Comments from Chief External Examiner**

10. **Arrangements for Chair's Action and Chair's Reflections for Escalation to Academic Board**
    Mark changes flowchart

11. **Any Other Business**

12. **Date of Next Meeting**
    DD Month YYYY

IMPORTANT NOTE: Please ensure that the completed minutes and the Chair of the Progression and Award Board Confirmation of Progression and Awards Sign-off Sheet are saved on the relevant Assessments Sharepoint site.

Progression and Award Board Initial Teacher Training Agenda Template

Initial Teacher Training INSERT PROVISION Progression and Award Board (PAB)

Day Date Month, HH:HH

AGENDA

Attendees: (Chair)

Apologies:

Note: The meeting will be transcribed for the purposes of the minutes, unless any attendees object to the meeting being transcribed.

1. **Introduction and Welcome from Chair**

2. **Apologies for Absence**

3. **Declarations of Interest**

4. **Chair's Remarks**

5. **Receipt of changes to Assessment (or other relevant) Policies and Regulations**

6. **Confirmation of Progression and Awards (by virtual sign-off on spreadsheet by 17:00 on the day of the PAB)**

7. **Data Sets: feedback and discussion**
   Link to statistics data set(s) on *PowerBI* or statistics report
   Discussion regarding trends, performance and enhancement

8. **Comments from Chief External Examiner(s)**

9. **Arrangements for Chair's Action and Chair's Reflections for Escalation to Academic Board**
    Mark changes flowchart

10. **Any Other Business**

11. **Date of Next Meeting**
    DD Month YYYY

Progression and Award Board Initial Teacher Training Minutes Template

Initial Teacher Training INSERT PROVISION Progression and Award Board (PAB)

Day Date Month, HH:HH

MINUTES

Attendees: (Chair)

Apologies:

1. **Introduction and Welcome from Chair**

2. **Apologies for Absence**

3. **Declarations of Interest**

4. **Chair's Remarks**

5. **Receipt of changes to Assessment (or other relevant) Policies and Regulations**

6. **Confirmation of Progression and Awards (by virtual sign-off on spreadsheet by 17:00 on the day of the PAB)**

7. **Data Sets: feedback and discussion**
   Link to statistics data set(s) on *PowerBI* or statistics report
   Discussion regarding trends, performance and enhancement

8. **Comments from Chief External Examiner**

9. **Arrangements for Chair's Action and Chair's Reflections for Escalation to Academic Board**
   Mark changes flowchart

10. **Any Other Business**

11. **Date of Next Meeting**
    DD Month YYYY

IMPORTANT NOTE: Please ensure that the completed minutes and the Chair of the Progression and Award Board Confirmation of Progression and Awards Sign-off Sheet are saved on the relevant Assessments Sharepoint site.

Chair of Progression and Award Board Confirmation of Progression and Awards Sign-Off Sheet

Chair of Progression and Award Board (PAB) Confirmation of Progression and Awards Sign-off Sheet

The Chair of the Progression and Award Board is responsible for chairing the Progression and Award Board, which has the following functions:

1. Determining whether a student has complied with the requirements of the course and its assessment and may progress to the following stage of the course

2. Granting the appropriate award on behalf of the Academic Board in accordance with the assessment regulations and awarding frameworks.

Chair of the Progression and Award Board (PAB) Declaration:

I, **INSERT NAME,** as Chair, confirm the progression and award decisions taken at the Progression and Award Board, which took place on **INSERT DATE**:

Comments (please add N/A) where there are none):

Signature:

Date:

Chief External Examiner Progression and Award Board Sign-off Sheet

Chief External Examiner Progression and Award Board Sign-off Sheet

I, *INSERT NAME,* as Chief External Examiner, confirm that I have reviewed the progression and award decisions taken at the Progression and Award Board, which took place on *INSERT DATE*:

Comments (please add N/A) where there are none):

Signature:

Date:

Please see Assessment – Bath Spa University for further documentation and guidance on the assessments process.