



## Progression and Award Board (Virtual) On-the-Day Process

### On the day of the Progression and Award Board:

**09:00** – The Board documentation is shared with the virtual attendees of the Board. The attendees include: the Chair; the Head of Governance and Quality; the Chief External Examiner(s); the Heads of School; the Subject Leaders, the Academic Registrar, the Deputy Academic Registrar – Assessments and Progression and, in the case of partner institution Boards, the Link Tutors and Partner Administrative Staff. The Board documentation is shared via links to specific Assessments Sharepoint sites in an email sent from the Assessment team's shared inbox: [mystudents@bathspa.ac.uk](mailto:mystudents@bathspa.ac.uk). Recipients of the email are given until 17:00 on the day of the Board to check the Board papers and to sign their attendance on the Virtual Assessment Board Attendance List document. The email also specifies the process for mark changes at this stage (if there are any mark changes, these should be sent by email to [mystudents@bathspa.ac.uk](mailto:mystudents@bathspa.ac.uk), with a rationale for the late mark change and with the relevant Module Assessment Board Chair copied into the email. The Module Assessment Board Chair and the Progression and Award Board Chair are asked to approve the change): [Mark changes flowchart 2025/2026](#) The email also contains key dates (such as results publication and Reassessment Board details).

**Progression and Award Board Meeting:** During the day (at a time which suits both the Chair and the Chief External Examiners) – a 30-45 minute virtual "Teams" meeting is held between the Chair, the Head of Governance and Quality, the relevant Heads of School, the Chief External Examiner(s), the Deputy Academic Registrar, the Assessments Manager and relevant members of the Assessments team. There is a set agenda for this meeting and minutes are taken of the meeting.

**Board Template Documentation:** [Assessment – Bath Spa University](#)

**17:00** – The Assessment team checks that the required signatures have been added to the Virtual Assessment Board Attendance List document (and directly contacts the relevant attendees where a signature is missing). The Chair signs the "Chair's Approval" document that confirm that they approve the progression and awards considered by the Board. This concludes the virtual Progression and Award Board.