

## **Convener's Actions: Administration and Recording**

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If you need access to this PASS Process Guide in an alternative format, please contact your School Support Coordinator in the first instance. Thank you

Please note that if you wish to enlarge any screen shots provided you can do so by pressing **Ctrl** on keyboard and scrolling in with the mouse.

### *Version Table*

<b>Revision</b>	<b>Description</b>	<b>Author</b>	<b>Date</b>
	Initial Draft	LD/LL	30/1/24
	Approved by PEG		06/02/24

### *1. Summary and other guides this links to*

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*This Process Guide provides instructions for the administration and recording of Convener's Actions for Programme Assessments Boards.*

After the Programme Assessment Boards, clerks must monitor and report on Convener's Actions.

Any change to a mark or programme board decision after an assessment board has met, must be considered, and agreed using the Convenors Action process. The change may be as a result of:

- Corrections to marks
- Updates to marks caused by a delay in receipt or processing.
- Changes to board decision as a result of changes to status e.g. WD
- Changes to marks or board decisions because of academic appeal
- Changes to marks or board decisions because of Academic Integrity or Fitness to Practice outcomes.
- Change due to clarification of a CSO decision.

These decisions, including the rationale, must be documented in a manner that makes them easy to access and distribute. The document recording Convener's Actions must be presented at the next meeting of the Programme Assessment Board. ([Section 5.2 Programme Assessment Board Processes](#))

## *2. Step-By-Step Instructions*

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### **2.1 Changes to Mark/Grade /Assessment Board Decisions**

Changes to marks/grades/Assessment Board decisions must be approved by the Assessment Board Convener. Convener's actions are requested and granted via email.

1. The Clerk should save a record of the requested change in the relevant 'Convener's Action' folder in the SharePoint Programme Assessment Board folder. This can be in the form of an email or convener's action record sheet. The student numbers(s) must be clearly noted in the file reference.
2. The Clerk should email the Assessment Board Convener a link to the information on SharePoint to enable the change to be considered/approved.
3. Once the Assessment Board Convener approves the change to mark/grade/Assessment Board decision, the Clerk must record the update on the [Convener Action Log](#) which is saved in the relevant 'Convener's Action' folder in the SharePoint Programme Assessment Board folder.
4. The Clerk must annotate the finalised board papers in the Programme Assessment Board folder to record the new decision(s) (e.g. 'Decision changed by convener's action to FRAM') with the highlight taken off the previous decision and put onto the new one.
5. The Clerk will add the convener's actions to the relevant section of the minute
5. The Clerk must ensure that the document recording Convener's Actions is presented at the next meeting of the Programme Assessment Board.

## *3. Additional Information*

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