Module Assessment Board (MAB) Policy

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Department / Function: Academic Quality and Standards
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Regulatory Alignment with Office for Students (OfS) Conditions

The **Module Assessment Board (MAB) Policy** forms a core component of the London Academy for Applied Technology's (LAAT) academic governance framework, ensuring that assessment outcomes are reviewed, confirmed, and recorded through formally constituted academic processes. The policy aligns with **OfS Condition B4 (Assessment and Awards)** by establishing clear arrangements for the consideration of assessment results based on valid, reliable, and moderated evidence, thereby safeguarding the integrity and security of academic awards.

The policy also supports **OfS Condition B5 (Sector-Recognised Standards)** by ensuring that module-level decisions are taken in accordance with approved academic regulations and the requirements of the validating partner, Plymouth Marjon University. This ensures consistency with sector benchmarks and the maintenance of academic standards across programmes.

In addition, the policy aligns with **OfS Condition C5 (Treating Students Fairly)** by promoting fairness, consistency, and transparency in academic decision-making, including the equitable treatment of students and the accurate recording of outcomes. Oversight through formally constituted boards, documented minutes, and defined roles and responsibilities further demonstrates compliance with **OfS Conditions E1 (Public Interest Governance)** and **E2 (Management and Governance)**, ensuring effective institutional control and accountability for assessment decisions

This policy is informed by relevant sector reference points, including the ***UK Quality Code*** for Higher Education and the ***OIA Good Practice Framework***, and is implemented through LAAT's academic governance and quality assurance arrangements to ensure consistency, fairness, and effective oversight.

1. Purpose

This policy sets out LAAT's arrangements for the operation of **Module Assessment Boards (MABs)** for programmes delivered in partnership with Plymouth Marjon University. It ensures that assessment outcomes are reviewed, confirmed, and recorded in a fair, consistent, and transparent manner.

2. Scope

This policy applies to:

Who

- Students registered on Plymouth Marjon University programmes delivered by LAAT
- Academic and professional staff involved in assessment, marking, and academic governance

What

- All summative assessments contributing to module credit
- Confirmation of marks, moderation outcomes, and academic decisions at module level

Where

- All LAAT delivery sites and approved online assessment boards

Where there is any conflict between this policy and Plymouth Marjon University regulations, **the University's regulations shall take precedence**.

3. Definitions

Module Assessment Board (MAB) – A formally constituted board responsible for reviewing and confirming module-level assessment outcomes.

Chair – The academic lead responsible for chairing the MAB in line with approved regulations.

Quoracy – The minimum number of members required for the MAB to conduct business.

4. Principles

The operation of Module Assessment Boards is guided by the following principles:

- **Fairness** – All students are treated equitably
- **Consistency** – Assessment decisions are applied consistently across cohorts
- **Transparency** – Decisions are documented and auditable
- **Academic integrity** – Standards are upheld in line with partner regulations
- **Due process** – Decisions follow approved academic procedures

5. Governance, Committees and Oversight

5.1 Governance Oversight

Overall oversight of Module Assessment Boards is provided by the **Academic Board**, with delegated monitoring through the **Academic Quality Panel**.

5.2 Reporting and Assurance

- Outcomes from MABs are reported through academic governance structures
- Any material issues or risks are escalated to the Academic Board

6. Policy Statement

6.1 Authority of the MAB

- The MAB has authority to review and confirm module marks in accordance with Plymouth Marjon University regulations.
- Individual staff members may not confirm marks outside the MAB process.

6.2 Matters Considered

The MAB will consider:

- Module marks and pass/fail decisions
- Outcomes of marking and moderation
- Academic misconduct outcomes (where applicable)
- Extension and mitigating circumstances (as permitted by regulations)

6.3 Decision-Making

- Decisions are made collectively and recorded formally.
- Marks may be adjusted only in accordance with approved regulations.
- No marks may be released until confirmed by the MAB.

7. Records and Documentation

- Formal minutes must be taken for each MAB meeting
- Approved mark lists and decisions must be securely stored
- Records must be available for audit and partner-university review

8. Monitoring, Compliance and Review

Monitoring

- MAB operation is reviewed annually through academic governance processes

Non-compliance

- Managed through academic governance and disciplinary procedures

Review

This policy will be reviewed every **two years**, or sooner if required by changes to partner university regulations.

9. Membership and Roles

9.1 Membership

A Module Assessment Board will normally include:

- Chair (Academic Dean or nominee)
- Programme Lead
- Academic Lead
- Module Leaders
- Assessment Officer
- External Examiner (where required by partner regulations)

9.2 Responsible people/Roles include

Academic Dean (policy owner): Dr Manoj Ponugubati

- Ensures the MAB operates in line with regulations, confirms progression and award decisions

Programme Lead: Mr Amarjeet Singh

- Present student outcomes and progression recommendations, highlight borderline or exceptional cases.

Academic Quality Lead: Dr Vishwanath Kokkonda

- Administration, guidance and procedural oversight

Module Leads: Multiple

- Provide academic input on module assessments, confirm marking and moderation completion.

Assessment Officer: Ms Moluk All-Nakash

- Supports documentation, records decisions, and ensures accuracy of records

External Examiner: Dr. Dieu Hack-Polay

- Provide independent oversight of academic standards

List of people and contacts

Role	Name	Contact email
Dean (Policy Owner)	Dr Manoj Ponugubati	manoj@laat.ac.uk
Academic Quality Lead	Dr Vishwanath Kokkonda	vishwanath.kokkonda@laat.ac.uk
Programme lead	Mr Amarjeet Singh	amarjeet.singh@laat.ac.uk
Module Lead	Multiple	
Assessment officer	Ms Moluk All-Nakash	moluk@laat.ac.uk
External examiner	Dr Dieu Hack-Polay	dhack-polay@marjon.ac.uk

11. List of Documents

- Formal Meeting Minutes
- Approved marked lists
- Marking and Moderation Policy
- Academic Misconduct Policy
- Assessment Regulations and Procedures
- External Examiner Policy
- Extenuating Circumstances Policy
- Academic Appeals Policy
- Data Protection Policy

12. Evidence

- Formal Meeting Minutes
- Approved marked lists
- Progression and Award Board Policy
- Marking and Moderation Policy
- Academic Integrity and Misconduct Policy
- Assessment and feedback policy
- Extenuating Circumstances Policy
- Academic Appeals Policy

Evidence Mapping Table

Evidence Item	Purpose / What it Demonstrates	Relevant OfS Condition(s)
Formal Meeting Minutes	Demonstrates transparent, auditable academic decision-making, including approval of marks, progression decisions, and escalation of academic issues through formal governance structures.	**E1** (Effective governance), **E2** (Management and control), **B4** (Monitoring academic quality)
Approved Marked Lists	Provides evidence that assessment outcomes have been formally reviewed, approved, and confirmed through authorised assessment boards prior to release to students.	**B4** (Assessment reliability), **B5** (Sector-recognised standards), **E2** (Institutional control)
Progression and Award Board Policy	Sets out clear, fair, and consistent processes for confirming student progression and awards, ensuring alignment with academic regulations and partner requirements.	**B4** (Assessment and progression), **B5** (Academic standards), **E1** (Governance)
Marking and Moderation Policy	Ensures consistency, fairness, and accuracy in assessment marking and moderation processes, safeguarding academic standards across cohorts and programmes.	**B4** (Reliable assessment), **B5** (Academic standards), **E2** (Quality assurance processes)
Academic Integrity and Misconduct Policy	Defines expectations, procedures, and sanctions relating to academic integrity, ensuring fairness, due process, and protection of academic standards.	**B5** (Academic standards), **C1** (Fair treatment of students), **E2** (Procedural control)

Assessment and Feedback Policy	Demonstrates transparent assessment practices, timely and constructive feedback, and alignment between learning outcomes, assessment criteria, and student achievement.	**B4** (Quality of assessment), **B2** (Student outcomes), **C1** (Fair processes)
Extenuating Circumstances Policy	Provides a fair and consistent mechanism for students to disclose personal circumstances impacting assessment, ensuring equitable treatment and procedural clarity.	**C1** (Fair treatment), **B4** (Assessment integrity), **E2** (Effective processes)
Academic Appeals Policy	Confirms that students have access to a clear, transparent, and procedurally compliant route to challenge academic decisions, with appropriate escalation and external signposting.	**C1** (Consumer protection), **C2** (Student complaints scheme), **E3** (Accountability and transparency)