Examination Policy and Procedures

1. Security of examination papers and scripts

1.1   Preparation of examination papers

1.1.1   All Richmond Faculty set their own examination questions for each course they teach in order to assess understanding of course content and whether learning outcomes have been met.

1.1.2   The design of examination papers should reflect the content of the course and questions included should be proportional to the different elements taught during the semester. Final examinations should not be assessed as less than 25% or more then 50% of the grade for the course. Multiple choice papers should not usually be used in final exams. If they must be used then additional precautions to avoid possible cheating must be taken, in consultation with the Dean of the School or a nominated substitute.

1.1.3   When preparing examination questions and any associated instructions, instructors must make sure that they are written clearly and in a format that can be easily understood by the students, bearing in mind the diversity of the Richmond student body. The use of slang, dialect or colloquial language, unless this is part of the assessment, should be avoided. Questions and instructions should be kept short, and expressed concisely, clearly and simply. Care should be taken to ensure that grammar and syntax are correct. Where a question consists of several sections, it should be made clear if students are required to answer some or all sections.

1.1.4   When setting numerical questions or quantitative problems, instructors must ensure that any formulae are specified correctly, that all necessary information is included and that the problem is soluble.

1.1.5   Instructors are encouraged to consider developing sample answers for their questions, and to provide worked solutions to problems to ensure that these have been expressed correctly in the question paper.

1.1.6   Each draft examination paper, including any instructions for the students, should be proof-read by at least one other member of academic staff, and also checked by the course/subject leader or alternative nominated by the Dean.

1.1.7   Following this check, the external examiner is sent a draft and any suggestions for corrections or changes are incorporated, unless the instructor, in consultation with the course/subject leader, believes that such a suggestion would introduce material not covered in the course that could confuse students. Where an amendment suggested by an External is not accepted, the instructor must document the reasons for making the decision and the department must provide formal feedback to the external examiner.

1.1.8   Final examination papers must be set by Week 5 of the semester. Mid-term and resit examination papers must be finalised at least five weeks before the date of mid-term exams or resits.

1.1.9   All examination papers should be approved and signed off by the Dean or the course/subject leader before submission to the departmental administrative assistant.
The departmental administrative assistant checks the front page of the examination paper to ensure:
   a.   the academic semester is correct;
   b.   the course code, session and title is correctly quoted;
   c.   instructions to students about the number of questions to be attempted, compulsory questions, and choice of questions between sections are clear and unambiguous;
   d.   instructions about the length of the examination correspond to the information given in the course syllabus;
   e.   that the numbering of sections and questions is correct;

f. where additional materials are to be available to students in the examination (e.g. calculators) or where students will be permitted to bring materials into the examination, this information and all necessary instructions for students and invigilators is entered clearly;

g. that the instructor's name is listed on the paper, and that contact information (e.g. mobile phone number) in case of queries in the instructor's absence is listed or provided separately with the document.

Any missing information must be provided by the instructor before the paper is prepared for distribution to students.

1.2 Security of examination materials

1.2.1 Strict confidentiality must be maintained in relation to the contents of all examination papers, whether in hard copy or electronic.

1.2.2 The common use of computers to prepare papers means that Schools must have agreed procedures in place to be able to share draft examination papers with colleagues and the external examiners without compromising the security of the paper in advance of the examination.

1.2.3 Secure areas of shared drives must be established for the storage of electronic versions of papers, both in draft and once finalised. If questions from previous papers are to be re-used in future then these papers must be securely stored in the same area. Questions should never be re-used in a consecutive year and re-use within a three-year timeframe should be carefully considered. External examiners should be advised when asked to consider drafts of papers, whether the questions are being re-used within the three-year timeframe.

1.2.4 Guidance is available from the IT Department and the Registry Services on the encrypting of Word documents, on secure deletion of draft documents and on principles for secure storage of materials in the University's IT system

1.2.5 Electronic copies of examination papers must not be stored on a memory sticks or other portable devices, or on the hard drive of a lap-top computer because of the risk of loss of such items and consequent loss of the examination paper.

1.2.6 Papers sent by e-mail between instructors, course/subject leaders and Deans, or to external examiners, should always be encrypted, with passwords sent separately from the e-mail containing the password-protected version of the examination paper. External examiners must be briefed on secure procedures for return of papers with their comments.

1.2.7 All draft versions of examination papers must be securely deleted once a final examination paper has been agreed.

1.2.8 Examination papers submitted to Reprographics for printing must be delivered and collected by hand. Papers for Registry Services or Student Affairs must be delivered by hand and a receipt obtained. Examination papers should never be sent in the internal mail and all papers sent by email must be password protected, with passwords sent in a separate email.

1.2.9 Schools must have procedures in place for secure storage of examination papers before an examination. Only a small number of staff (sufficient to provide alternative access should key staff be unavailable) should have access to the secure locked area and these should not include the individual instructors or course/subject leaders. Any breaches of security must be reported to the Registry Services and Dean of the School immediately.

1.3 Management of examination scripts

1.3.1 Examination papers should be made available to all students undertaking the assessment at the same time. Where students with SEN arrangements are examined in a different location to the main cohort, care must be taken that the paper is made available to candidates in both venues at the same time. If students with special arrangements begin their examination session earlier than the main cohort, no student may be permitted to leave the examination room until the main cohort's examination has begun. Open or "take home" examination papers also must be released to all students at the same time.

1.3.2 Answer scripts should be delivered by hand to the markers within the university, or by registered mail or other secure service to destinations outside the university. Scripts should never be left for collection from Faculty pigeonholes or offices but must be locked in safes within the Security offices on either campus.

1.3.3 All instructors are required to keep the final examination papers of each student in each of their classes for a minimum period of one year. This helps in the resolution of disputes, grievances or grade appeals brought forward by a student. These papers should be stored securely, preferably centrally in the School.

If this practice is not followed, any papers and exam scripts should be submitted to the faculty member's Dean of School if the faculty member leaves the University.

2. Conduct of Examinations

2.1 Invigilation

2.1.1 The ratio of invigilators to students in examinations is two invigilators for between 2 and 50 students; three invigilators for between 51 and 100 students.

2.1.2 Variation of these ratios is at the discretion of the Head of Registry Services, in consultation with the Chair of Academic Board if appropriate.

2.1.3 Invigilators are responsible for the enforcement of the regulations and policies for the conduct of the University's invigilated examinations.

2.1.4 One member of Faculty acts as senior invigilator (please note that *only* full-time faculty can be appointed as senior invigilators) in each examination session, to take overall responsibility for the conduct of the examination and the invigilation process, including ensuring that the number of examination scripts collected matches the total number of students examined.

2.1.5 Guidance on invigilation is sent to all invigilators in advance of the examination session and copies are available in each examination room. A copy is also available on the Faculty tab of the Portal.

2.1.6 All invigilators must be present in the examination room at least 15 minutes before the start of the examination.

2.1.7 All full-time and part-time faculty may be required to invigilate final examinations. All part-time faculty members are expected to invigilate exams equal to the number of sections (not courses) they teach. Faculty members who teach courses for which final exams are not given are expected to assist with the invigilation of multiple-section exams or other exams. Invigilation duties may occur over weekends.

2.1.8 If they are not assigned to invigilate, the exam paper setters are expected to be present in the examination room for the first 15 minutes of the examination session. If they are unable to be present for any reason, they must advise their School Administrator or Registry Services in advance of the examination and ensure that they have provided appropriate contact details so that any issues arising in the examination can be resolved immediately.

2.2 Venue set-up and starting an examination

2.2.1 The furniture in the examination room will be laid out by University support staff according to agreed conditions and the room locked. On arrival, invigilators lay out question papers and answer booklets. At the end of the examination the staff of Registry Services or Security will lock the room immediately after the invigilators leave.

2.2.2 Students are not allowed in the room until the invigilator has invited them into the room. If invigilators arrive to find the students have entered the room, they must be asked to leave immediately and invigilators must ensure that all desks and chairs are checked carefully for any extraneous material before the students are permitted to re-enter and the examination can begin.

2.2.3 Students should be randomly assigned seats by the invigilators and not permitted to choose their seat independently. Seats closest to the door should be kept free for late-arriving students.

2.2.4 The senior invigilator must read the standard announcements at the beginning of the examination. Students may not begin writing until told they may do so by the invigilators.

2.3 Conduct during examinations

2.3.1 Anomalies arising during an examination session should be recorded on an Examination Incident Report Form (available in each examination venue for each occurrence) and returned to the Registry Services after the examination. These may include, for example, a mobile phone going off that causes a disruption, a student becoming ill, a student arriving late or leaving early, etc.

2.3.2 Invigilators must remain in the examination room for the entire period of the exam and patrol the examination room at intervals to address the risk of cheating and to check that students are using only the additional materials permitted.

2.3.3 Faculty and staff should be aware of the potential misuse of small data storage units. Students are not permitted access to electronic devices or any potential technological/web enabled sources of information (iPads, laptops, mobile phones, MP3 players, smartwatch, etc.) during an exam. Invigilators must ensure

that any such devices brought into an examination room are made inaccessible to students during the examination by asking students to place them at the front or back of the room as appropriate.

2.3.4 Students should be made aware of the consequences of and understand the regulations relating to academic honesty, particularly in relation to the possession and use of electronic devices and mobile phones in an examination context.

2.3.5 Absentees should be noted on the examination report; students who do not attend will be given a grade of F for the exam. An 'incomplete' grade may be assigned for cases deemed to be legitimate absences upon successful petition to the Academic Progress Committee.

2.3.6 Students who are taken ill during an examination, or who cannot take a final exam for medical reasons, should obtain supporting documentation from a doctor and submit this to the Academic Progress Committee along with a petition to take a re-sit the following semester. Students have the right to appeal assigned grades in cases of illness (see also 2.3.5). Travel issues are not normally accepted as the basis for a petition for a re-sit.

2.3.7 Students are responsible for their own timekeeping during exams. All rooms have clocks. If a clock is not functioning properly, the invigilator will either call out the time at key points or project it onto the classroom screen. If a student has a disability that would prevent accurate timekeeping, he/she should request special arrangements as outlined in "Disability and Individual Specific Arrangements in Assessment". The Senior Invigilator will read out standard announcements at the beginning and end of the examination.

2.3.8 If a fire alarm sounds during an exam, the invigilator should make a note of the time and ask students to stop writing. All participants should leave the building following usual evacuation guidelines. Students must be instructed that they are still under exam conditions and must not talk to each other. Invigilators must monitor students and keep the group together. Before restarting the exam, students must be asked to draw a line under the work that they had already completed before the alarm. The occurrence must be recorded on the Examination Incident Report Form.

2.3.9 Individual arrangements are made by the Registry Services for students with special educational needs during the final examination period. These are centrally-administered. SEN students may not make their own arrangements with examiners, and may not use their own laptop computers to take exams.

2.3.10 In a large examination session, it is important that the one-to-one relationship between the student and their script is maintained. Students who finish early may not leave before their script has been collected by an invigilator.

2.3.11 Invigilators will announce when there is 15 minutes of the exam remaining and will announce the end of the exam. Students should stop writing their answers immediately and the only writing permitted after the exam has finished is to complete the front cover of the answer book or to write ID number on any supplementary answer books.

2.3.12 At the end of the examination, students must stay in their seats until all the scripts have been collected by the invigilators and the Senior Invigilator gives them permission to leave.

2.4 Student identification

2.4.1 Students must place their Richmond student ID cards face up on their desktops as soon as they enter the exam room and are seated. Cards must remain on their desks throughout an examination. Photographs on the cards will be checked by invigilators during the examination to establish that the ID card belongs to the student at that desk.

2.4.2 Richmond's small class sizes mean that instructors invigilating know many students personally. If the student does not have their ID card, and the invigilator is confident in their knowledge of the student's identity, they may be permitted to continue with the exam.

2.4.3 Where an invigilator is not confident of their identity the student must supply their full name so a check can be made of their name and photograph against their record in PowerCAMPUS, using the terminal in the examination room (a printed photo register may also be requested from Registry Services during the examination).

2.4.4 If the invigilators still have concerns the student should be excluded from the exam and advised to petition the Academic Progress Committee for permission to re-sit.

2.5 Materials allowed in examinations

2.5.1 The invigilators will identify where students must leave jackets and bags, usually at the front or back of the room as appropriate for the venue.

2.5.2　Mobile phones must be switched off as students enter the room, and left at the front or back of the room as appropriate. Students may not have mobile phones or any unauthorized materials and devices with them during an exam.

2.5.3　Students may have the following items on their desk during an examination.
  i)　University ID card
  ii)　A clear pencil case or clear plastic bag, containing:
    - Pens
    - Pencils
    - Eraser
    - Pencil sharpener
    - Ruler
  iii)　University- approved calculator (where identified on the examination paper)
  iv)　small bottle of water
  v)　Additional items identified as acceptable by the examiner and detailed on the front of the examination paper
  Any additional material brought to the examination should be removed by the invigilators.

2.5.4　Calculators are not permitted in an exam unless identified on the examination paper. If a calculator is allowed in an exam, students have to make sure it works properly, check that the batteries are working properly, clear anything stored in its memory and remove any parts such as cases, lids or covers which have printed instructions or formulas. Mobile phones may NOT be used as calculators.

2.5.5　All exams will be written in the official answer booklets unless the format of the exam makes this impossible. Additional booklets and sheets of paper will be supplied by the invigilators if required.

2.5.6　Extracting pages from official answer booklets is regarded as academic dishonesty, as is removal of blank answer books from the examination room, and could lead to

2.5.7　The security of unused answer booklets must be maintained. All blank answer books must be retained at the end of the exam and unused booklets returned to the Registry Services with the Examination Incident Report Form.

2.6　Behaviour during examinations

2.6.1　Students will be permitted to enter the examination room up to 30 minutes after the start of a University examination, provided that no other exam candidate has already left the room.

2.6.2　Entry to the examination more than 30 minutes after the exam has begun will be permitted entirely at the discretion of the senior invigilator and with regard to the effect that such entry may have on the students already present in the examination.

2.6.3　Students permitted to enter the examination late must finish their examination at the scheduled time.

2.6.4　No student may leave an examination earlier than three-quarters of an hour after the start of the examination except with the permission of the invigilator.

2.6.5　No student may leave and re-enter the examination room unless escorted by an invigilator throughout the period of absence.

2.6.6　Students may not leave the examination room during the last 15 minutes of an examination.

2.6.7　Silence must be maintained in the halls before, during and after examinations in order to not disturb other students under examination in nearby rooms. Students have been informed of the consequent requirement for quiet in the corridors and immediately outside of exam venues. Invigilators will assist in enforcing these requirements and ask for quiet from students who are making excessive noise.

2.6 Examination scheduling and timetabling

2.7.1　The final examination schedule is centrally administered by Registry Services. Final examinations are held over a five-day period following the last day of classes in the Fall and Spring semesters (Week 14/15 of Fall and Spring).

2.7.2　Final examinations are not held in the same timeslots as class sessions. The official exam period is published in advance in the official academic calendar. Students are responsible for remaining in London until the end of the official examination period. Although specific exam timings are also published by the Registry Services in advance, the university reserves the right to make any necessary change to the schedule. Students who make travel plans based on their personal exam schedule do so at their own risk.

2.7.3　In the 6-week summer session, final exams are held on the last day of week 6. In the 3-week summer session, final exams are held on the last day of Week 3.

2.7.4 The Italian Study Centres schedule final examinations on the same model as the summer sessions – that is, exams are scheduled on the final day of the semester/session.

2.7.5 University mid-term assessments are held in Week 7 of the Fall and Spring semesters. In the 6-week summer session, mid-term assessments are held in Week 3. In the 3-week summer session, mid-term assessments are held in Week 2.

2.7.6 Resit examinations take place on the weekend following Week 4 of the Fall and Spring Semesters.

2.7.7 Examinations may be timetabled for any day falling within a semester, including Saturdays. Examinations are normally scheduled in four time slots between 9.00 am and 9.00 pm, although they may be scheduled up to 10.00 pm where necessary.

2.7.8 The final examination timetable is posted in the Portal and on the timetable page of the website.

2.7.9 Instructors may not make changes to assigned invigilation arrangements nor alter the time of a scheduled exam. If there are difficulties with exam time slots or locations, instructors should contact their Head of Department or Dean of School, copying in Registry Services, to resolve these.

2.7.10 Instructors may not agree special arrangements for any student with difficulty with an exam's timing. Such students should be referred to the Head of Registry Services who may refer the issue to Academic Progress Committee.

3. Academic Integrity

3.1 Academic dishonesty is any action by which a student seeks to claim credit for the intellectual or artistic work of another person or uses unauthorized materials or fabricated information in any academic situation.

3.2 In an examination context it includes the following actions, whether intentional or not:
   i. Copying from or giving help to another examination candidate during an exam;
   ii. Bringing unauthorized material into the exam room, or using such material during an examination (e.g. notes in any format, blank paper, accessing information on any type of electronic device, including a mobile phone or smart watch);
   iii. Communicating in any way with any other candidate or person except an invigilator;
   iv. Removing examination scripts or booklets, blank or otherwise, from the exam room;
   v. Assisting other candidates in any of the above acts.

3.3 Students who engage in suspected academic misconduct will receive a penalty for the work in question, depending on the importance of the work to the overall course grade and the judgment of the instructor and the Academic Appeals Committee.

3.4 The procedure for dealing with suspected academic dishonesty in an examination is as follows:
   3.4.1 Document the reasons on an Academic Integrity Incident Report. This form, together with an Examination Incident Report Form will be included in the invigilation Exam Information folder. It is important that the student's name and ID number are recorded.
   3.4.2 If the student is using "cheat notes" these must be confiscated and retained as evidence.
   3.4.3 If the student is suspected of copying from another student, the student should be moved immediately to a different desk, even if it means swapping with another student.
   3.4.4 Allow the student to complete the exam.
   3.45 At the end of the exam, ask the student to remain behind. Follow the procedural steps outlined in the Academic Honesty Policy found at: http://www.richmond.ac.uk/content/academic-affairs/academic-policies/academic-policies-non-compliance-and-exceptions.aspx
   3.4.6 If the student denies the accusation and refuses to sign the form, and the incident occurs in a final exam, then the student must be advised that the requisite meeting with the faculty adjudicator will take place in the following semester.
   3.4.7 The examiner should mark the script as though no incident had occurred and if the subsequent formal process finds the student responsible for academic dishonesty; submit a change of grade form.

4: Marking of scripts and grade entry and release in PowerCAMPUS

4.1 Marking Practices

4.1.1 Marking schemes are in place in each School and for each programme. The requirements for each piece of assessed work are clearly specified in the assignment details and copies of the syllabus and assessments are provided to students at the first class of each course.

4.1.2 Written information about marking schemes and practices for all programmes and courses are made available to all faculty (including all adjunct faculty) and to students. Schools are encouraged to make use of the Portal and Self-Service facilities of PowerCAMPUS to provide this information to faculty, staff and students.

4.1.3 Information about the marking schemes and practices for programmes for which they are responsible are provided to each external examiner on appointment, and at the beginning of each new academic year during their appointment.

4.2 Marking Procedures

4.2.1 It is important that Faculty and administrative staff involved in the examining process maintain the confidentiality of students' examination numbers. Students should be advised that they must keep them confidential and the importance of not entering their name in addition to their number on any exam script or essay should be emphasised.

4.2.2 Preserving the anonymity of a student's marks may not in fact preserve the anonymity of the student, especially in Richmond's smaller classes. Notwithstanding this, efforts should be made to preserve anonymity as far as possible.

4.2.3 Schools should ensure that work contributing to the award of a degree of the University is marked using a procedure with an in-built capability for monitoring. Such procedures include:
   a. Moderated marking (an internal moderator – usually the subject leader – monitors marks assigned before data entry)
   b. Standardised marking (model answers are discussed and agreed by markers in advance);
   c. Blind or non-blind double marking (two examiners mark the work independently then come together to agree on the final mark). The former procedure is particularly encouraged for use in any very small courses where students may be identifiable;

Moderation is most common accepted practice at Richmond but other procedures may be employed occasionally, e.g. to protect faculty from accusations of bias in marking in very small classes.

4.2.4 Internal moderation takes place prior to final grade entry into PowerCAMPUS. Turnaround times can be short and faculty are encouraged to submit material incrementally throughout the semester in order to forestall the end of term rush. Faculty pass on their portfolios of student work (any term papers, midterm results, finals and anything else that has received a grade) accumulated during the semester at the end of the semester to their nominated internal moderator directly or through the School administrator.

4.2.5 Internal moderators receive the portfolios, review the work and either agree with the awarded marks, or reject them, or ask for a further review. An internal moderator review sheet is used for recording and reporting across all Schools.

4.3 Grades in PowerCAMPUS

4.3.1 At the beginning of the academic year or semester, instructors set up their courses within PowerCAMPUS, outlining Activity Grades and their weighting (i.e. what percentage of the total course grade each activity is worth). Instructors also confirm the university grade mapping for each course using the defined PowerCAMPUS grade set-up procedures.

4.3.2 Faculty should not enter grades into PowerCAMPUS until the full process of marking and moderation is complete and agreed grades for each script or assessment have been established.

4.3.3 The facilities within PowerCAMPUS have made grade submission more straightforward, and there is comprehensive documentation to support instructors in the process on the Faculty Services tab of the Portal. It is important that instructors stagger the grade submissions, however, so that Registry Services can monitor grades coming in on a rolling basis, clear graduates promptly, and so that any issues with the set-up in PowerCAMPUS are highlighted at an early stage and can be swiftly addressed.

4.3.4 At the end of the academic year after all activity grades are recorded (ongoing throughout the semester) and Overall Final Grades, following moderation, have been entered by instructors, PowerCAMPUS calculates an overall recommended letter grade for the course using the pre-determined weightings. As this overall final grade is calculated by combining several graded activities, its numerical equivalent on the 4.0 scale will normally fall between the absolute numbers that must be assigned to individual activity grades. In order to prevent students from being disadvantaged, the overall final letter grade recommended is not based upon strict thresholds within the overall grade point scale.

4.3.5 Instructors review the overall grade calculated for each student (the "Calculated Decision").

4.3.6 Instructors retain the discretion, however, to recommend a change the final grade in exceptional circumstances. So, for instance, if a student performed badly on the first assessment, but her exit velocity

in the course was such that the instructor feels a grade uplift is appropriate, he may recommend a change the final overall grade to reflect this (the "Actual Grade"); see section 4.3.11.

4.3.7   Registry Services reviews all changes to Calculated Decision grades made within PowerCAMPUS and makes an annual report to the University Board of Examiners.

4.3.8   Grade submission deadlines for final exams will be decided by Registry Services and Associate Deans of the Schools will be informed of when faculty must submit grades online.

4.3.9   After instructors have submitted final grades via PowerCAMPUS, students will see their final grades in Self-Service. This is a rolling process, and students will therefore see the final grades for some courses before others are released. Grades of students on financial hold may be delayed until an arrangement has been made with the Finance Department. Study Abroad students receive their grades following authorization from AIFS and the Finance Department.

4.3.10   Grades reported to the Registry Services are considered final and may be changed only by submission of a Change of Grade form, signed by the instructor and the Dean of School. Recommendations are made to the University Exam Board whose decision is final.
Under no circumstances is a change of grade considered after one year from the time the grade was issued.

5: The Board of Examiners

5.1   Overview

5.1.1   The assessment of student achievement at Richmond is a two-tier process, involving decision-making and oversight at School level, and University-level consideration and approval of recommendations from Schools.

5.1.2   The University Exam Board is a sub-committee of the Academic Board.

5.1.3   The University Exam Board considers and confirms students' progress through a programme across all subject combinations, and makes recommendations for outcomes or awards (including classification decisions) of the University.

5.1.4   School Examination Boards, chaired by the Associate Dean of each School, consider students' performance in a subject area and make recommendations to the University Exam Board on the results obtained for the courses undertaken in that department.

5.1.5   The following are done anonymously, with candidates identified by Student ID number only, at both School and University level:
   a. marking of all examination scripts;
   b. award of degree classes;
   c. consideration of medical and other special cases

5.2   Responsibilities of the School Examination Board

5.2.1   To take an overview of the array of grades in relation to the performance of individual students and of grade distribution in courses, in the presence of the external examiner(s);

5.2.2   To consider extenuating circumstances submissions and make appropriate decisions or recommendations on remedies;

5.2.3   To make recommendations to the University Board of Examiners on provisional grades assigned in the subject for which the Board is responsible, including the noting of any changes to grade profiles following moderation;

5.2.4   To make decisions about continuation and resits;

5.2.5   To ensure documentation for submission to the University Board of Examiners is complete.

5.3   Responsibilities of the University Board of Examiners

5.3.1   To ensure the University's principles of assessment reflect assessment processes and decisions;

5.3.2   To approve final grades recommended by the School Examination Boards;

5.3.3   To make decisions on University awards;

5.3.4   To make decisions where the award may be classified, or where merit or distinction criteria apply;

5.3.5   To approve exit awards for which a student has sufficient credit and has satisfied any other approved conditions for the award.