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It is useful to hold preparation meetings prior to the formal meeting of Boards of Examiners. It is necessary to define the purpose and remit of those meetings so that it does not encroach on the business, which properly belongs to the formal meeting, involving the valuable scrutiny of external examiners.

Prior to the pre meeting, the results sheets should have been checked for any input / administrative errors. These should be amended before the pre meeting. The agreed marks emanating from double-marked work should also be finalised by this stage.

To ensure that the Course Director, Chair and Secretary are all aware of the current and applicable sets of marking schemes and which regulations apply to which cohort of students.

To check that the ~~Chair, Secretary and Course Director~~ all understand how the presentation of marks (the spr

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