**COURSE ASSESSMENT BOARD EXAMPLE STRUCTURES**

In response to Data Futures and the need to ensure a clear set of guidelines for the structuring of CABs, this documented has pulled together the main guiding principles to be aware of when validating new or revalidating existing provision.

A Main CAB for all courses in the taught provision should be held in a timely manner to ensure that the ratifying of marks happens speedily. To help inform this the example models and principles have been provided below as a starting point to help inform when the Institution expects Main CABs to be held:

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| --- | --- | --- | --- | --- |
| Model  | Mode of Study | Course Start Month | Length before Main CAB | Expected Month for Main CAB |
| A | UGT FT | September | 9 months | June |
| B | UGT FT | January | 9 months | October |
| C | PGT FT | September | 13 months | October |
| D | PGT PT | September | 9 months | June |
| E | PGT FT | January | 13 months | February |
| F | PGT PT | January | 9 months | October |

**Exceptions**

1. It is expected that the models above are used as an example guideline to inform the occurrences of Main CABs depending on the mode of delivery and/or start date. If for any reason you wish to deviate from the principle of when the Main CABs should take place then you should contact Andrew Reynolds (Data Returns Manager) and/or Judith Davison (Project Manager) to discuss and seek confirmation of the exception. If agreed to, note and documentation of the exception and what the proposed structure is should be included as part of the documentation for the validation event (including at SAVP level).
2. If your course includes any modules that do not follow the standard UGT FT/PT structure, for example, placement modules that have to go to a later board as their first board (this would mean they essentially go to a re-sit board for first consideration) then these must be clearly highlighted in your PSD and reference made to it at the validation event with appropriate justification as to why. The justification must be for legitimate course delivery reasons above not as a result of preferences.
3. If your course is governed by a PSRB for which a non-standard model is to be adopted then these requirements must be clearly laid down with the proposed structure and detailed clearly in the PSD.
4. If your course includes a Sandwich year then for the purposes of that year only, the marks for the placement will generally go to a Main CAB after the opportunity for a 46 week placement has been concluded. The indicative month for when the CAB for sandwich credit will be ratified should be included in the PSD.
5. If your course is deemed to be a ‘Short Course’ meaning that the timings of the CABs are reliant on the delivery of the course then this should be clearly documented. The requirement on such courses is that they should hold the main CAB no more than 4 weeks after the final piece of assessment has been concluded. The final piece of assessment and its proposed indicative submission week should be included in the assessment strategy of the PSD and the date of the Main CAB be informed by this.
6. If your course duration is longer than the standard duration at either PGT or UGT level then you should use the principles of the CAB models above as an approach to determine when your CABs should take place. You should also get written agreement from Andrew Reynolds (Data Returns Manager) and/or Judith Davison (Project Manager) regarding your proposed model for the purposes of the validation event.

**Other relevant information**

1. You will need to know, indicatively, how long each module’s delivery is – semester 1, semester 2, semester 3 or yearlong and should record this within the validation material for your course.
2. You will need to map the final piece of assessment for the course and the indicative week within which the work is due to be submitted. This will mean all options routes will need to be mapped to ensure whatever options the student takes, we aware of their final submission date to help ensure that the ratification of results through a CAB is timely.
3. You should ensure that all course have an appropriately timed re-sit CAB/opportunity.