# Terms of Reference for Examination Access Arrangements Group

## Purpose of Examination Access Arrangements Group

The purpose of the Examination Access Arrangements Group is to review those cases where students are dissatisfied with the outcome of their application for examination arrangements in accordance with Queen Mary University of London’s Examination Access Arrangement Policy.

This forms part of the university’s commitment to provide reasonable adjustments under the terms of the Equality Act (2010).

## Membership of Examination Access Arrangements Group

The group is comprised of the following members of staff:

* Head of Student Wellbeing (Chair); Deputy Head of Disability and Dyslexia Service (Deputy Chair)
* Queen Mary Students’ Union Vice-President for Welfare, or nominee
* Assistant Academic Registrar, Examinations and Awards, or nominee
* Deans for Education (or their nominees) from each Faculty at Queen Mary University of London
* A member of staff with a professional qualification in diagnosing specific learning differences, or an external diagnostician nominated by the Disability and Dyslexia Service

## Meetings of Examination Access Arrangements Group

The Examination Access Arrangements Group will meet within the two weeks following the expiry of the deadline for making an application for examination arrangements in each semester (where there are cases to review). Wherever possible the group will meet in person.

## Extraordinary meetings of Examination Access Arrangements Group

Cases related to students in the Faculty of Medicine and Dentistry, whose examination schedule is different to the rest of Queen Mary University of London, and other students applying for arrangements outside of the main examination period, may have their applications considered by an extraordinary meeting of the Examination Access Arrangements Group.

Such meetings may be convened electronically, i.e. via email.

## Conduct of Examination Access Arrangements Group

The Examination Access Arrangements Group meetings will be chaired by the Head of Student Wellbeing, who will introduce each case. Decisions will be made via a vote by those present.

Voting at meetings shall be normally by show of hands of those present, not including the Chairman. The decision shall be taken in accordance with the majority votes. When equal numbers of votes are cast, the Chairman shall have the casting vote.

## Quorum

The quorum for the Examination Access Arrangements Group, i.e. the minimum number of members present in order to make decisions, is three members plus the Chair.

## Circulation of agendas and papers

The Head of Student Wellbeing, or a representative, will circulate an agenda and relevant papers at least two working days before the group meets.

## Minutes

The Head of Student Wellbeing, or a representative, shall be responsible for producing minutes of the meeting and for maintaining the master copies of all minutes and papers.

**Disability & Dyslexia Service**

**Student & Academic Services**

**June 2022**