**CHAIR’S ACTION – Change of Exam Board Decision or Mark**

This form should be fully completed by the initiator of any new mark or decision, signed by the Chair of the Board of Examiners.

|  |  |
| --- | --- |
| School |  |
| Student’s Name |  |
| Student ID |  |
| Course Code |  |
| Course Title |  |
| Academic Year |  |
| Cohort Number |  |

**DETAILS OF CHANGES** to results previously agreed at a formal Board of Examiners meeting **dated:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Module Code | Module Name | Assessment type | New Mark(s) | New Banner Reason Code |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |

Please complete the following section if a new Progression or Award Decision is required

**New Course Progression Decision or Award:**

**REASONS FOR CHANGE:**

Signed: Date:

**(Chair of the Board of Examiners)**

Print name:

Signed: Date:

**(Secretary to the Board of Examiners)**

Print name: