



Terms of Reference for Special Examination Arrangements Group

Purpose of Special Examination Arrangements Group

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

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

Membership of Special Examination Arrangements Group

The group is comprised of the following members of staff:

- Head of Disability and Dyslexia Service (Chair)
- Queen Mary Students' Union Vice-President for Welfare
- Assistant Academic Registrar, Examinations and Awards
- Deans of Teaching and Learning (or their nominees) from each Faculty at Queen Mary University of London
- A member of staff with a professional qualification in diagnosing specific learning difficulties, or an external diagnostician nominated by the Disability and Dyslexia Service

Meetings of Special Examination Arrangements Group

The Special Examination Arrangements Group will meet within the two weeks following the expiry of the deadline for making an application for examination arrangements. This is usually the Friday of the third week in March, ahead of the main university examination period. Wherever possible the group will meet in person.

Extraordinary meetings of Special Examination Arrangements Group

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

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

Conduct of Special Examination Arrangements Group

The Special Examination Arrangements Group meetings will be chaired by the Head of the Dyslexia Service, who will introduce each case. Decisions on what decisions are made shall be voted on 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 Special Examination 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 the Disability and Dyslexia Service, or a representative, will circulate an agenda and relevant papers at least two working days before the group meets.

Minutes

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

Simon Jarvis
Head of Disability & Dyslexia Service