

**School/Institute of XXX**

**Undergraduate/Postgraduate Subject Examination Board for XXX**

**Chair’s Action Memorandum**

**Student:** Forename SURNAME (ID number)

**Details of request for Chair’s Action**

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| --- | --- | --- | --- |
| **Award**  | **Field of study** | **Classification**  | **College Mark**  |
|  |  |  |  |

**Reason why this was not considered by the SEB or DEB**

**SEB authorisation**

Signature of SEB Chair: *email approval permitted*

Name of SEB Chair:

Date:

**DEB authorisation**

Signature of DEB Chair: *email approval permitted*

Name of DEB Chair:

Date:

**Director of Governance and Legal Services authorisation**

Signature of Director: *email approval permitted*

Name of Director:

Date: