TSM Protocol for the Role and Functions of:
TSM Department/Subject Courts of Examiners’ Meetings and TSM Court of Examiners’ Meetings

This Protocol Document clarifies the role and functions of Departmental/Subject Courts in relation to the TSM Course, and of the TSM Court of Examiners meetings.

Annual/Semester 2 Assessment and Reassessment Sessions*

Role and Functions of Departmental/Subject Court of Examiners Meetings
A Department/Subject Court must be held prior to the relevant TSM Court of Examiners’ meeting in both sessions (Annual and Reassessment). Membership is agreed locally. Their functions are:

All Years:
1. To deliberate and approve the module and overall subject results for all TSM students in all years and patterns.
2. To approve all subject-specific TSM prizes, prior to overall approval by the TSM Court of Examiners.
3. Departments must ensure that any results prepared in Excel, and agreed at a department/subject court, appear in SITS as approved.
4. Departments must ensure that any changes to the Subject mark must be based on changes at module level.

Degree Results:
5. To have all relevant prizes moderated by departmental External Examiner(s).
6. To ensure all TSM Subject degree results (JS B, SS all) are moderated by departmental External Examiner(s).
7. Pattern A – Senior Sophister: To approve the Subject degree result. The Overall Course Degree result can only be considered by the TSM Court of Examiners.
8. Pattern B – Junior Sophister: To approve the Subject result which is the Degree result for the Minor Subject and part-Degree result for the Major Subject.
9. Pattern B & C – Senior Sophister:
   (a) To approve the Subject degree result (combined JS and SS results) for the Major subject.
   (b) All department/discipline/school courts must consider the full Overall Course Degree result for each Pattern B student in the Senior Sophister year at the Department/Subject Court, so that the implications of the Senior Sophister result on the overall Course degree result may be considered, moderated and approved, prior to the TSM Court of Examiners meeting. All departments must manually include a calculation of the overall Course degree result in their Court reports/spreadsheets in order to facilitate this as this calculation is not included in SITS TSM Subject Court Reports. This must be based on the results of the Minor (JS) and Major subject (JS & SS). The table below shows the weightings of all overall Course degree components.

<table>
<thead>
<tr>
<th>Minor Subject (Mod Part 1) JS Minor Subject Degree</th>
<th>Major Subject (Mod Part 2) JS</th>
<th>SS</th>
<th>JS + SS Major Subject Degree</th>
<th>Overall Course Degree Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject 1 25%</td>
<td>Subject 2 25%</td>
<td>50%</td>
<td>75%</td>
<td>100%</td>
</tr>
</tbody>
</table>

10. To assess Senior Sophister student’s possible eligibility for the award of Gold Medal in relation to their subject (see below).

*Please note, there is no official court process following Semester 1 Assessment Session.

Role of TSM Court of Examiners’ Meetings

Membership:
Chair: TSM Course Director. Members: One representative from each TSM Subject department where the results for students of that subject are being considered for approval. The representative should ideally be the Head of Department or the Year Head where these exist, and in all cases, the representative should have attended their Subject Court and have reviewed all results for their subject(s) being considered. The representative must not be a casual member of staff or postgraduate student. A maximum of two representatives per department are permitted.
All Years:
1. To note the approved module and Subject results for each student.
2. To approve the combined result of all modules (in both subjects or one subject only, where relevant), and the end of year Course decision based on College and TSM regulations.
3. To note and approve mark changes for the current session which are received after the calculation of TSM Course results and publication of TSM Court documents and before (or at the beginning of) the Court meeting.
4. To note and approve decisions in relation to requests for permission to defer or be absent from examinations/assessment on medical grounds.
5. To note and approve the application of Compensation (Qualified Pass) regulations, where relevant.
6. To note and approve all College Calendar subject-specific prizes to TSM students.

Degree Results:
7. To note the approved Subject degree results for all SS B & C students.
8. To approve the overall Course degree result for all students:
   - Pattern A: The overall Course degree result is based on the results of the SS year only. The combined overall degree result cannot be known before the TSM Court. The relevant TSM Subjects are allowed, on review of the combined result, to amend their Subject result in the case of a borderline overall Course degree result.
   - Pattern B: The overall Course degree result is based on the combined results of both Subjects in the JS and SS years. The combined overall degree result is considered by the relevant Department/Subject Court (see above) and therefore no consideration of Subject results should be made at the TSM Court.
   - Pattern C: The overall Course degree result is based on the combined results of the JS and SS year. The combined overall degree result is considered by the relevant Department/Subject Court (see above) and therefore no consideration of Subject results should be made at the TSM Court.
9. To nominate and approve candidates for the SS TSM Course prize, the Dr Henry Hutchinson Stewart Literary Scholarships.
10. To nominate TSM Candidates for the award of Gold Medal. A student’s eligibility is based on the criteria below at the TSM Senior Sophister Course court.

Further Information:
TSM Regulations: For detailed information on TSM Assessment and Progression Regulations, including degree result, compensation (qualified pass) etc., please refer to the TSM section of the College Calendar: https://www.tcd.ie/calendar/undergraduate-studies/two-subject-moderatorship-courses.pdf, and the TSM website information for staff at http://www.tcd.ie/TSM/staff/.

TSM Gold Medal Eligibility:
The following categories of criteria currently apply to TSM patterns for the award of Gold Medals:

- **Category 3**: TSM Pattern A
  Overall mark of 73% and above where all modules have a mark of 70% and above.

- **Category 5**: TSM Pattern B and Pattern C
  Courses which have a two part Moderatorship.
  Moderatorship Part 1 - 70% and above (overall).
  Moderatorship Part 2 - 73% and above (overall), where all modules have a mark of 70% and above, OR 75% and above (overall).

TSM Foundation Scholarship Examination Session

Role and Functions of Departmental/Subject Court of Examiners Meetings
A Department/Subject Court must be held prior to the relevant TSM Court of Examiners’ meeting. Membership is agreed locally. Their function is:
1. To approve the results for each paper and the overall subject for all TSM students registered for the Scholarship examinations.
2. To approve all subject-specific TSM prizes, prior to overall approval by the TSM Court of Examiners.
3. To complete the result form for their subject(s) and return it to the TSM Course Office by the specified deadline.

**Role of TSM Court of Examiners’ Meetings**

**Membership:**
Chair: TSM Course Director. Members: One representative from each TSM Subject department where the results for students of that subject are being considered for approval. The representative should ideally be the Head of Department or the Year Head where these exist, and in all cases, the representative should have attended their Subject Court and have reviewed all results for their subject(s) being considered. The representative must not be a casual member of staff or postgraduate student. A maximum of two representatives per department are permitted.

1. To note the approved Subject result.
2. To approve the combined result of both subjects, and the end of year Course decision based on TSM and College Foundation Scholarship and regulations.
3. To note and approve mark changes for the current session which are received after the calculation of TSM Course results and publication of TSM Court documents and before (or at the beginning of) the Court meeting.
4. To note and approve all College Calendar subject-specific prizes to TSM students.
5. To nominate and approve candidates for the Foundation Scholarship TSM Course prize, the Cotter Prize in Modern Languages.