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| **Report to Committee of Examiners Template****This Template is to be completed by the Unit Assessor, where necessary in consultation with the Course Coordinator, and forwarded to the Course Coordinator. Once the below matters have been considered, the Course Coordinator refers the Template to the Secretary of the Committee of Examiners. The matters addressed in this Template will be considered during the meeting of the Committee of Examiners.****Unit Code and Name:****Unit Assessor: Course Coordinator:** **Date:**  |  |
| For questions 1 and 2 refer to the Minutes of the Committee of Examiner when your Unit was most recently considered  |
| 1. Were there any critical issues identified as relevant to this unit? | The following critical issues were identified |
| 2. What follow up occurred regarding students identified at the previous Committee of Examiners meeting as:(i) being at risk(ii) having language difficulties | Action taken |
| 3. Describe actions taken to support students with **language difficulties** in this unit and any related adjustments required in future offerings of the unit | Action required or already taken.  |
| 4. Assessment(i) Did assessment processes follow the Unit Information Guide and assessment criteria provided to students. | Please explain why assessment differed?When were students notified of changes to assessment? |
| (ii) Have appropriate moderation of assessment tasks and grading standards taken place? | Briefly explain your moderation procedureWhat moderation was used if policy was not followed? |
| (iii) Have all grades for this unit been checked for accuracy by the Unit Assessor? | Reason why grades have not been checked |
| (iv) Were there any unforeseen events in the assessment processes of a unit? | What were the unforeseen events?How were they resolved?Will these events affect the unit in the future? |
| (v) For the unit is there any evidence of equivalence of assessment standards with those common across other Australian universities in the discipline? | Note the evidence for this |
| 5. Have all interim notations (Incomplete and Not Available) from the previous Committee of Examiners meeting been converted to a final grade? | Reason why not converted  |
| 6. (i) Based on your Grade Centre provide the grade distribution (%) in the following table..  | AF F P C D HD |
| 6 (ii) Please comment on the grade distribution for this unit.  | Explain why for example if the failure rate in a unit is >20% overall, or the combined rate of High Distinctions + Distinctions exceeds 20%; or why there are very few high grades but a high proportion of Pass or Absent Fail grades. |
| 7. Other comments | Are there any other comments you would like to make about assessment, student performance or any other matters relating to this unit? |