

# Committees of Examiners Meeting Procedures

## Section 1 - Preamble

(1) This Procedure establishes processes for:

- a. review, approval and evaluation of Final and Interim grades for Award and Non-Award Units at SCU;
- b. ensuring student progression is effectively monitored; and
- c. monitoring the integrity of student assessment and moderation.

## Section 2 - Definitions

(2) Refer to the [Academic Board's Definitions Policy](#).

## Section 3 - Procedures

(3) The quorum for a meeting of the Committee of Examiners (the Committee) will be:

- a. the Chair, and
- b. Head of School or nominee.

(4) Minutes of meetings will be kept. The meeting will formally resolve to accept, reject or amend grade submissions put to it by Course Coordinators. The Committee will also resolve other matters relating to those arising both in documentation presented by Course Coordinators and in discussions at the meeting.

(5) The Committee shall consider the grades recommended by the Course Coordinator(s) in accordance with the process described in the [Rules Relating to Awards Rule 3 Section 13](#) and with reference to the [Rules for Academic Board and its Committees](#). The Committee will also take the following actions:

- a. prior to moving a motion to accept, amend or reject grade submissions, the Committee shall consider Course Coordinators' responses and ensure:
  - i. resolutions of the previous committee meeting were actioned;
  - ii. academically at risk students were identified;
  - iii. students with language difficulties were identified;
  - iv. assessment processes followed the Unit Information Guide and the assessment criteria provided to students;
  - v. appropriate moderation of the marking of assessment tasks and of grading standards took place;
  - vi. the grades in a unit were checked for accuracy by the Unit Assessor;
  - vii. any unforeseen events in the assessment processes of a unit were described, considered and adequately explained;
  - viii. distribution of grades in a unit were critically reviewed;
  - ix. any required internal and/or external benchmarking took place; and

- x. interim grades (Incomplete; Not Available; Special Examination) from the previous Committee of Examiners meeting were converted to a final grade.

## Part A - Procedures for Committee of Examiners

### Before the Meeting of the Committee of Examiners

(6) Four weeks before the scheduled Committee of Examiners, Unit Assessors will send the Unit Assessor Feedback Report to each member of the teaching staff of the Unit for which they are responsible, seeking their response.

(7) Unit Assessors will electronically submit grades for the unit(s) for which they were responsible by a date specified by Director, Student Experience.

(8) Unit Assessors will obtain and collate the following information from eAcademic:

- a. proposed final grades for students in a unit (Grade Sheet);
- b. proposed final grades for students in an award (Student Grade Summary);
- c. distribution of grades for units; and
- d. list of students academically at risk.

(9) Unit Assessors will collate the obtained information and information received from unit staff into the Report to Committee of Examiners Template, incorporate their own comments, and then forward the Template to the Course Coordinator.

(10) Each Course Coordinator will meet collectively with all relevant Unit Assessors to critically review unit grades and Reports to Committee of Examiners Templates submitted by each Unit Assessor.

- a. At the meeting between the Course Coordinator(s) and Unit Assessors, the Course Coordinator must ensure that Unit Assessors have monitored assessment tasks appropriately, and establish that graduate attributes were appropriately assessed in individual units in an award.
- b. After the meeting:
  - i. the Unit Assessor will modify any grades as prescribed at the meeting and advise the Course Coordinator; and
  - ii. the Course Coordinator will send the Report to Committee of Examiners Templates to the Secretary of the Committee of Examiners, not less than two working days before the meeting of the Committee.

(11) The Secretary of the Committee of Examiners will:

- a. distribute all relevant documents prior to a meeting of the Committee, including relevant University Rules and Policies and School/College guidance relating to assessment; and
- b. liaise with Course Coordinators and the Student Experience Team as appropriate.

## Part B - Documents to be Provided to a Meeting of the Committee of Examiners

(12) The following documents will be provided to the Chair and Secretary of the Committee as prescribed in the table below:

	Document	Provided by
1	Proposed final grades for students in a unit	Secretary (self provided)

2	Proposed final grades for students in an award	Secretary (self provided)
3	Distribution of grades for a unit	Secretary (self provided)
4	List of students 'academically at risk'	Secretary (self provided)
5	List of students with language difficulties	Course Coordinator
6	List of students proposed for resubmits with justification for resubmission	Course Coordinator
7	Report on moderation processes	Course Coordinator
10	Committee of Examiners Report Templates	Course Coordinator

(13) The Secretary will collate and distribute the documents at clause (12) to the members of the Committee prior to each meeting.

## Part C - Responsibilities of the Chair of a Committee of Examiners

(14) The Chair of a Committee of Examiners is responsible for:

- a. ensuring all relevant documents are distributed to Committee members prior to a meeting of the Committee;
- b. liaising with Course Coordinators, the Student Experience Team, and Head of School/College as appropriate;
- c. the conduct of meetings of the Committee; and
- d. following up on actions required after a meeting.

## Part D - During the Meeting of the Committee of Examiners

(15) The Committee will critically review documentation presented to it, and address its functions as prescribed in the [Rules for the Academic Board and its Committees](#) in a manner it deems fit.

(16) Once discussion has taken place, one of the following resolutions will be put by the Chair:

- a. the Committee of Examiners agrees to:
  - i. accept the grade submissions - provide list;
  - ii. accept the grade submissions as amended - provide list; or
  - iii. reject, defer or seek further information on the following grade submissions - provide list.

(17) Additional resolutions may be considered at the discretion of the Chair.

## Part E - After the Meeting

(18) The Chair of the Committee of Examiners will simultaneously refer items to relevant Course Coordinators and Heads of School for follow up with regard to academically at risk students, and students with language difficulties. Any other matters of concern, including grade distributions and moderation of assessment will be reported to School Board and Academic Standards and Quality Committee.

- a. Decisions of Committees of Examiners must be communicated by the Secretary of the Committee of Examiners to the Manager, Exams and Progression within 2 hours of the completion of the meeting in order to ensure correct grades are published by the University.

(19) The Secretary on behalf of the Chair of the Committee of Examiners will distribute the Minutes of the meeting of the Committee of Examiners to:

- a. members of the Committee of Examiners; and
- b. Secretary of School Board; and
- c. Director, Student Experience Team.

(20) The Chair of the Committee of Examiners will organise or carry out any other required follow up the Committee considers necessary and report to the next committee meeting.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	15th January 2014
<b>Review Date</b>	15th September 2016
<b>Approval Authority</b>	Academic Board
<b>Approval Date</b>	15th January 2014
<b>Expiry Date</b>	27th April 2014
<b>Head of Work Unit</b>	Andrew Rose Chair, Academic Board +61 2 66203189
<b>Enquiries Contact</b>	Governance Services