

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 [Standing Orders - The 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) Unit Assessors will electronically submit grades for the unit(s) for which they were responsible by a date specified by Director, Student Administration Services.

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

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

(8) Unit Assessors will collate information regarding the unit for which they are responsible into the Report to Committee of Examiners Template, and then forward the Template to the Course Coordinator responsible for that unit.

- a. Where a unit is taught in multiple courses or it is otherwise unclear which Course Coordinator is responsible for a particular unit, the Head of School to which the Unit belongs will determine which Course Coordinator is responsible for the Unit for the purposes of this Procedure.

(9) Upon receipt, the Course Coordinator will review the document and when satisfied, send the Report to Committee of Examiners Template to the Secretary of the Committee of Examiners, not less than two working days before the meeting of the Committee.

(10) 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, as well as relevant School/College documents relating to assessment; and
- b. liaise with Unit Assessors, Course Coordinators and Student Administration Services as appropriate.

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

(11) 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 interim and final grades for students in a unit	Secretary (self provided)
2	Proposed interim and 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	Relevant Course Coordinator
6	List of students proposed for resubmits with justification for resubmission	Relevant Course Coordinator
7	Report on moderation processes	Relevant Course Coordinator

10	Committee of Examiners Report Templates	Relevant Course Coordinator
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(12) The Secretary will collate and distribute the documents at clause (11) to the members of the Committee prior to each meeting.

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

(13) 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, Student Administration Services, 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;
- e. approving variations/alterations to grades and confirming final grades following special examinations, actions which are to be reported to the following Committee meeting.

Part D - During the Meeting of the Committee of Examiners

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

(15) 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 — LIST,
 - ii. accept the grade submissions as amended — LIST, or
 - iii. reject, defer or seek further information on the following grade submissions — LIST

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

Part E - After the Meeting

(17) 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.

(18) 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/College Board; and
- c. Director, Student Administration Services.

(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

Status	Historic
Effective Date	28th April 2014
Review Date	31st December 2020
Approval Authority	Academic Board
Approval Date	28th April 2014
Expiry Date	14th February 2021
Head of Work Unit	Mark Dixon Director, Governance Services
Enquiries Contact	Governance Services