



Terms of Reference

Board of Examiners

Trim Location	13/G/5-3
Responsible Officer	Deputy Vice-Chancellor (Academic)
Approval Date	29 June 2020
Approval Authority	Deputy Vice-Chancellor (Academic)

1. Role

The Board of Examiners for each school and college is responsible for reviewing and recommending final grades. The Board of Examiners reports to the Executive Dean via the relevant Head of School, or the Director (USQ College).

2. Functions

- a) The Board of Examiners shall:
 - i. ensure that academic results for each course offered by the School or College are accurate and complete, and recommend them to the Executive Dean or the Director (USQ College) for approval;
 - ii. review and monitor the awarding of interim grades, i.e. incomplete, supplementary or deferred grades, and make recommendations on appropriate actions to the Executive Dean or Director (USQ College);
 - iii. Refer matters requiring further investigation or analysis to the School/College Learning, Teaching and Student Success Committee.

3. Authority

According to the University's Assessment Procedure, each School/College offering a program must establish a Board of Examiners, comprising senior managers and Examiners from the Faculty or School/College, and meet once each Semester. After the meeting of the Board of Examiners, any change to a final grade requires the approval of the Executive Dean or Director (USQ College), whoever is responsible for the program.

4. Membership

Membership of the Board of Examiners in each School and College within the Academic Division shall be:

1. Head of School/College, or nominee (Chair);
2. One teaching active Level B/C academic staff representative from the School/College, appointed by the Head of School/College;
3. One teaching active Level D/E academic staff representative from the School/College, appointed by the Head of School/College;
4. One representative from another School/College's Board of Examiners;
5. Other representatives, e.g. Discipline Team Leaders, as requested by the Chair.

4.1 Responsibilities of Board Members

Members are identified as coming from organisational entities within the School or College to facilitate the consultation process. However, members are not appointed to represent their particular organisational constituencies, and are expected to contribute to the Board in the overall interests and objectives of the University.

4.2 Nominees

If a member is unable to attend a meeting, the Chair will appoint a nominee to attend in lieu of that member. The member should ensure the nominee is fully briefed and prepared to contribute to the meeting.

4.3 Co-option and Observers

- a) The Board may co-opt other persons as required to provide advice and assistance in respect of specific issues being considered or when specialist expertise is required.
- b) By endorsement of the Chair, observers may be invited to attend Board meetings, noting that an observer will have no voting rights.

4.4 Sub-Committees

There are no sub-committees of the Board of Examiners.

5. Meetings, Reporting and Minutes

Frequency of Meetings: The Board of Examiners will meet three times per year at specific dates and times as decided by each Chair, but usually two to three days prior to the date on which University academic results for that semester are to be released. Special meetings may be called by the Chair as the need arises.

Reports to: The Board of Examiners reports to the Executive Dean via the relevant Head of School, or the Director (USQ College).

Minutes: Minutes of the meeting shall include a record of all decisions made and the reasoning behind them and actions to be taken. A report of each meeting, using the approved Board of Examiners template, will be sent to the relevant Faculty Learning, Teaching and Student Success Committee,

6. Ethical Practices, Confidentiality and Independence

Members of the Board are to:

1. exercise objectivity and integrity in the discharge of their duties and responsibilities;
2. refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and independently;
3. act in a proper and prudent manner in the use of information acquired in the course of their duties and responsibilities, particularly with regard to the maintenance of confidentiality and privacy of information;
4. exercise sound judgement guided by highest personal standards of honesty and integrity in all matters relating to membership of the Board;
5. disclose to the Board any matter which could compromise, or be seen to compromise, the performance of their duties on the Board or give rise to a perception of a conflict of interest; and
6. have a sound understanding of the University's Code of Conduct.

7. Review of Terms of Reference

The Terms of Reference will initially be reviewed in 12 months, and on a two yearly basis thereafter, by the Faculty Executive Deans and Director (USQ College).

8. Modification History

Date	Approval	Details
06.02.2018		Modification History table introduced noting previously listed approval date for Terms of Reference of 27.10.2015
06.02.2018	SDVC (endorsed by Education Committee)	<ul style="list-style-type: none">• Amendment to wording re awarding rather than recommending final grades and supplementary assessment• Amendment to wording to Function # 1 to include "finalisation"
22.02.2018	Vice-Chancellor	<ul style="list-style-type: none">• Update to Approval Authority from Senior Deputy Vice-Chancellor to Vice-Chancellor• Update to Responsible Officer and reporting lines to reflect role of Pro Vice-Chancellor (Education)
08.11.2019	Vice-Chancellor	<ul style="list-style-type: none">• Change of Approval Authority from Vice-Chancellor to Deputy Vice-Chancellor (Academic)• Change of Responsible Officer from Pro Vice-Chancellor (Education) to Deputy Vice-Chancellor (Academic)• Amendments to Role, Functions, Authority, Membership, Reporting and Secretary.
29.06.2020	DVC(A)	<ul style="list-style-type: none">• Change PVC (Education) to Director (USQ College)• Change Faculty Quality of Learning and Teaching Committee to Faculty Learning, Teaching and Student Success Committee