



Terms of Reference

Board of Examiners

Trim Location	13/G/5-3
Responsible Officer	Pro Vice-Chancellor (Education)
Approval Date	22 February 2018
Approval Authority	Vice-Chancellor

1 Role

The Board of Examiners for each school and college is responsible for moderating and awarding final grades and supplementary assessment. The Board of Examiners reports to the Pro Vice-Chancellor (Education) via the relevant Associate Dean (Academic), Associate Dean (Learning & Teaching) and Executive Dean. The Board of Examiners shall also provide advice and recommendations as required.

2 Function

The Board of Examiners shall:

1. adopt prime oversight of the consideration, finalisation and recommendation of academic results for release;
2. ensure academic quality through the consistent and equitable application of the University Assessment Procedure;
3. ensure that anomalies in course pass and fail rates are addressed and followed up.

3 Authority

The Pro Vice-Chancellor (Education) authorises the Board to perform those responsibilities as outlined in the Terms of Reference.

4 Membership

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

1. **Chair:** Head of School or Director of College, or nominee;
2. School/College Coordinator (Academic);
3. School/College Coordinator (Learning & Teaching);

4. School/College Coordinator (Students);
5. One academic staff representative from the School/College;
6. One representative from another School/College;
7. Discipline coordinator/s 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. If a member is unable to attend a meeting, it is expected that a nominee will attend in lieu of that member.

4.2 Nominees

Members may nominate a duly appointed acting person to represent them when necessary. The member should ensure the nominee is fully briefed and prepared to contribute to the meeting.

4.3 Working Parties, Co-option and Observers

- a. The Board may establish ad hoc working parties where required.
- b. 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.
- c. 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 Board, 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 Pro Vice-Chancellor (Education) via the relevant Associate Dean (Academic), Associate Dean (Learning & Teaching) and Executive Dean. The Board shall also provide advice and recommendations, as required.

Minutes: For all meetings, minutes shall be kept as provided for in the University's regulation. A report of each meeting will be sent to the Pro Vice-Chancellor (Education) and the Academic Board.

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 Committee;
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 Secretary

The Secretary to the Board of Examiners is to be provided from the relevant School or College within the Academic Division.

8 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 Pro Vice-Chancellor (Education).

9 Modification History

Date	Source	Details
06.02.2018		<ul style="list-style-type: none"> • 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)