

SCHOOL ASSESSMENT BODY



GENERIC TERMS OF REFERENCE

1. Establishment

- 1.1 A School Assessment Body can be established at the discipline, Program or School level.

2. Purpose and Functions

2.1 Purpose

- 2.1.1 The School Assessment Body is responsible for:
- a) making recommendations to the Head of School for the approval of final results and grades; and
 - b) reviewing the assessment of a course in accordance with the University's quality assurance principles.

2.2 Functions

- 2.2.1 Each School Assessment Body will:
- a) Examine the Course Assessment Return for each course that it is responsible for, including examining for quality, compliance, and contribution to course objectives.
 - b) Examine the pattern of results for consistency with other courses that the Body is responsible for, and to ensure that all I and S grades have been correctly attributed.
 - c) Attempt to resolve I and S grades before the next meeting or seek clear advice as to when they will be resolved.
 - d) Monitor applications made during the delivery of the course under the provisions for Adverse Circumstances to check compliance with relevant procedures and to ensure outcomes have been reflected in the results award.
 - e) Reach consensus on all decisions regarding students results and grades.
 - f) Recommend to the Head of School any variation of results and grades where permitted under the Course Management and Assessment Manual.
 - g) Comply with the requirements of the Course Management and Assessment Manual.

3. Membership and Attendance

- 3.1 The School Assessment Body responsible for assessment shall be determined

by the Head of School on the recommendation of the School Executive. Its membership must be reported to the College Board.

- 3.2** The Assessment Body must consist of at least three academic staff members.
- 3.3** Heads of School will ensure compliance with the University's Gender Inclusive Membership of University Committees Policy when determining the membership of a discrete Assessment Body.
- 3.4** A person undertaking a course within the College should not be present at a meeting of the Assessment Body which considering the results of that course.
- 3.5** Any member of the Assessment Body should absent themselves from the meeting for the duration of any discussion where the assessment of a student with whom the member has an actual or perceived conflict of interest, is being considered.

4. Meetings

4.1 The School Assessment Body will meet when required to undertake its responsibilities in relation to assessment, as soon as practicable after the end of the formal examination period of each term, or as called by the Chair or by a majority of the members.

4.2 The Assessment Body shall treat its proceedings as confidential.

4.3 Quorum

4.3.1 If the Assessment Body membership consists of three or four academic staff, the quorum will be three unless prior approval is given by the Pro Vice-Chancellor of the College.

4.3.2 If the Assessment Body membership consists of more than four academic staff, the quorum will be one half plus one of the membership of the body.

4.3.3 When an Assessment Body is inquorate, the meeting must be rescheduled and no business should be transacted. In such cases, the Pro Vice-Chancellor of the College may appoint an additional academic staff member, on the recommendation of the Head of School, to supplement the membership of the assessment body for that meeting.

4.4 Chair

4.4.1 The Head of School shall determine who will chair the meeting of the Assessment Body.

4.5 Referrals

4.5.1 The School Assessment Body may refer matters to another person for clarification or resolution. Such matters will be dealt with during the Assessment Body meeting wherever possible. If not possible, the matter may be dealt with by the Chair of the Assessment Body, and a

recommendation made to the Head of School.

- 4.5.2 If any matter which cannot be dealt with during the Assessment Body meeting has implications for other students, or the results of other students (for e.g. when a moderation has been requested) the Assessment Body must reconvene to make a recommendation to the Head of School.

5. Record Keeping

- 5.1 The Assessment Body shall keep a record of its recommendations in the form of a report (or minutes) to the Head of School, and these must be retained as an official record for review in case of an appeal against a final result. The report (or minutes) shall contain:
- 5.1.1 Any comments on the quality assurance processes undertaken on courses within the School.
 - 5.1.2 The recommendations on final results and/or final grades.
 - 5.1.3 The reasons for any variations between the results/grades recommended by the Course Coordinator and those recommended by the assessment body.
 - 5.1.4 Details of any referrals to Course Coordinators or Heads of School, and if possible, the outcomes of such referrals.
 - 5.1.5 Details of the way the Assessment Body addressed any applications received under Adverse Circumstances.
 - 5.1.6 Determinations or recommendations made during the meeting.

6. Adopting or amending the Generic Terms of Reference

- 6.1 As a minimum, all School Assessment Body's must operate in accordance with the Generic Terms of Reference.
- 6.2 Additions to a Generic Terms of Reference may be made, subject to approval by the relevant College Pro Vice-Chancellor, where the addition does not remove or conflict with a requirement of the Generic Terms of Reference.
- 6.3 All other amendments to the Generic Terms of Reference are subject to approval in accordance with the University's Academic Delegations of Authority.

7. Essential Supporting Documents

Course Management and Assessment Manual

8. Related Documents

For Official Use

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Approval Authority Academic Senate

Amendment History

26 October 2022 Content transferred to this document from the [School Assessment Body Responsibilities Guideline](#).