

## TERMS OF REFERENCE

### EXAMINERS' COMMITTEE

#### 1. Role

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The ACPE Examiners' Committee is established in order to support the ongoing academic rigour of all higher education courses and awards to be conferred by the College. The role of the ACPE Examiners Committee is to ensure the assessment tasks and timing, moderation and release of grades are undertaken in a timely fashion, including student progression and achievement and performance at the subject level and course level.

#### 2. Functions

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The ACPE Examiners' Committee shall be directly responsible to the Academic Board and will have the following functions:

- i. Consider Department Results Reports from each academic department and note any highlighted anomalies and positive outcomes;
- ii. Review and evaluate assessment data and assessment performance indicators associated with the cohort of results presented for approval;
- iii. At its discretion, refer back to the HODs or the Learning and Teaching Committee those results that are not consistent with the assessment and/or examination policy enunciated by the College Academic Board;
- iv. Approve final grades for all students including those reviewed in detail and recommended by the Head of Department / Program Leader / Coordinator and those decided by the Examiners Committee out of issue discussion;
- v. Monitor issues relating to quality of the courses and assessment arising out of identified anomalies in Department Results Reports, and make recommendations as to the quality of assessment;
- vi. Refer matters arising from grade distribution anomalies or moderation practices to the Learning and Teaching Committee for review
- vii. Report to the Academic Board on outcomes of results of a study period, including any issues identified by the committee, outcomes of investigations emanating from these, and recommended changes to

- delivery and/or assessment of subjects as a result of this process;
- viii. Consider the academic standing of students and make recommendations for interventions pertaining to students deemed to be at risk.
  - ix. Review proposed list of exclusions based on consistent failure to progress, maintain adequate GPA or repeat subject failures; and
  - x. Consider and report on any matter referred to it by the Academic Board, or the CEO and Dean.

### **3. Membership**

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The composition of the Examiners' Committee will comprise the following members:

- i. CEO and Dean (Chairperson)
- ii. Director of Student Services and Campus Wellbeing
- iii. Associate Dean (Chair of Learning and Teaching Committee)
- iv. Compliance Officer
- v. All Heads of Department
- vi. Registrar

Members shall serve on the ACPE Examiners Committee for the period of time they hold the relevant position at the College, and will be replaced on the Committee by the new incumbent at such time as they relinquish that position.

The ACPE Examiners Committee shall meet at the end of each semester, prior to release of results for that semester. The ACPE Examiners Committee shall also meet for post-results release moderation and consideration of external moderation reports at least eight (8) weeks into the following semester but before the end of that semester. Additional meetings may be scheduled on a needs basis to enable the Committee to carry out its duties.

### **4. Meeting Procedures**

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Standard meeting procedures shall apply.

### **5. Minutes**

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Minutes of each meeting must be kept and must be:

- i. signed by the Chair as a true and accurate record, and
- ii. distributed to each member of the Committee within two weeks of the conclusion of the meeting.

## **6. Secretariat**

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For the purposes of the ACPE Examiners Committee, the appointed Minute Secretary shall not have rights of audience, debate or vote.

Meeting Procedures For the purpose of this Committee policy and associated procedures, "meeting" shall include a meeting conducted face-to-face, by telephone (teleconference) or by audio visual means.

The ACPE Examiners Committee is empowered to seek advice and instruction as necessary from such other staff members and external stakeholders of the College as deemed appropriate. Such persons may be invited by the Chairperson of the committee to be in attendance at meetings where appropriate.

## **7. Reporting**

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In order to comply with the reporting requirements of this ACPE Examiners Committee and the governance responsibilities, the following reporting shall occur:

- i. Minutes of meetings and grade distribution data shall be submitted for consideration to the Academic Board
- ii. Minutes of meetings shall be retained in the College's primary electronic management system for use in regulatory reporting and institutional management.

## **8. Review and Reference**

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The functioning of the ACPE Examiners Committee shall be subject to review at least every two years by the Academic Board to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. Each year the ACPE Examiners Committee will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted to the Academic Board.

## DOCUMENT ADMINISTRATION

<b>Document Name:</b>	Examiners' Committee Terms of Reference (TOR)
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