

# Higher Education School Assessment Review Panel

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## TERMS OF REFERENCE

### 1. TITLE OF COMMITTEE

Higher Education School Assessment Review Panel

### 2. ESTABLISHMENT

The Higher Education School Assessment Review Panel is established under the [Academic Board Terms of Reference](#).

### 3. FUNCTIONS AND RESPONSIBILITIES

Each School in a Faculty shall establish a Higher Education School Assessment Review Panel.

By agreement, Schools which have a limited involvement in higher education undergraduate/ postgraduate coursework provision may have responsibilities relating to the finalisation of assessment by the Higher Education Assessment Review Panel of another School.

The Higher Education School Assessment Review Panel shall:

- Consider the results of assessment recommended by assessors for each unit for which the School has responsibility, including outcomes of assessment moderation and ensuring compliance with relevant University Governing Documents;
- Monitor and review the appropriateness of allocated grades including:
  - The mandatory receipt and consideration of grade distribution reports from unit assessors for units with at least thirty (30) students (excepting un-graded units) where:
    - The whole range of passing grades (P to HD) is not used; and/or
    - There is a discrepancy in the grade distribution between modes of comparable cohorts within the same unit; and/or
    - The percentage of F and WF grades (out of the total of HD, D, C, P, PC, F and WF grades recommended) exceeds 25%; and/or
    - The percentage of HD and D grades (out of the total of HD, D, C, P and PC grades) exceeds 25%

**Note:** Grade distribution reports should provide explanations for variations in grade distributions from the above parameters.

- Consider trends in grade allocation;
- Recommend the allocation of AC and PC grades;
- Review the performance of students undertaking units offered by the School;
- Where appropriate and using explicit criteria, moderate any allocated grades, as per the Moderation Procedure;
- Recommend to the Higher Education Faculty Assessment Review Panel a final grade for each student enrolled in each unit assigned to the School;

- Identify any missing results and make arrangement that results are issued to all students on the final results release date set by the University;
- Monitor and review the effectiveness of assessment practices in units offered by the Schools and make recommendations to the Higher Education Faculty Assessment Review Panel and the Faculty Teaching and Learning Committee on assessment policies, procedures, rules and guidelines;
- Ensure adequate and accurate minutes are kept of meetings to record decisions made and action taken by the Panel and an appropriate report is provided to the Higher Education Faculty Assessment Review Committee. The report should include any changes made to final grades that are altered from those that have been entered into Callista;
- Provide final grades to the Coordinator, Examinations and Timetabling no later than three (3) days prior to the date for release of final results; and
- Identify and recommend to the Faculty Learning and Teaching Committee appropriate individual and/or School level professional development required in relation to assessment and moderation.

#### 4. MEMBERSHIP

The membership of the Higher Education School Assessment Review Panel shall comprise the following:

- Head of School (Chair);
- All School Higher Education academic staff members (or delegates) responsible for the final unit assessment of students;
- All Course Coordinators (or delegates);
- All Higher Education academic staff members (or delegates) of other Schools responsible for the final unit assessment of students in programs which it has been agreed will be the responsibility of the Higher Education School Assessment Review Panel;
- Additional attendees at the invitation of the Chair.

#### 5. CHAIR

The Chair of the Higher Education School Assessment Review Panel will be the relevant Head of School. In the Chair's absence, the Acting Head of the School will preside over meetings of the Panel.

#### 6. SECRETARY

Administrative support will be provided by the relevant School Administration.

#### 7. QUORUM

A quorum will be 50% of the membership plus one.

#### 8. MEETINGS

Higher Education School Assessment Review Panel meetings must be scheduled to ensure the timely publication of results to students including at the end of all major teaching periods.

- No later than two (2) days prior to Higher Education Faculty Assessment Review Panel meeting; and
- No later than seven (7) days prior to the final grade release date as set by the University.

## 9. RESOLUTIONS OF THE HIGHER EDUCATION SCHOOL ASSESSMENT REVIEW PANEL

Matters requiring a resolution by the Higher Education School Assessment Review Panel are to be determined by consensus of the members present.

A member may call for a vote on any matter requiring resolution before the Higher Education School Assessment Review Panel. In the event of a tied vote the Chair will have the casting vote.

## 10. AGENDA

The agenda will be distributed at least seven (7) days prior to the meeting date.

## 11. REPORTING

The report from each meeting of the Higher Education School Assessment Review Panel will be provided to the next meeting of the Higher Education Faculty Assessment Review Panel.

Document History and Version Control		
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Sponsor:		
Contact Officer:	Head of School	

Version	Date Approved	Approved by	Brief Description
1.00	3 Aug 2012	Academic Board	Creation of original document and upload to CDU website.
2.00	5 Feb 2014	Academic Board	Review of document including: <ul style="list-style-type: none"><li>• Clarification of the meeting reporting requirements</li><li>• Minor change to the schedule of meetings</li><li>• Change to the voting rights of the Chair</li><li>• Change to the requirement for the distribution of documents</li></ul>
2.01	13 Sep 2017	Governance	<ul style="list-style-type: none"><li>• Conversion to new Governance template due to new University branding</li></ul>