

# School Assessment Committees - Membership and Terms of Reference

## Section 1 - Membership

(1) The membership of the School Assessment Committee shall be as follows:

- a. Head of School (Presiding Officer);
- b. other members as determined by the School Board.

## Section 2 - Terms of Reference

(2) Receive and consider the grades of all subjects taught within the School.

(3) Recommend to the Faculty Assessment Committee a final grade for each student enrolled in each subject assigned to the School.

(4) Receive and consider applications for a review of grade submitted by students.

(5) In recommending a decision to the Faculty Assessment Committee, it will ensure that all components of the assessment have been included in the final grade, that these components have been added correctly and that any other matters raised by the applicant have been addressed.

(6) Monitor compliance within the School with Academic Senate and Faculty assessment policy as required by the Faculty Assessment Committee.

(AS 97/258, 29.10.97)

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	23rd May 2014
<b>Review Date</b>	31st May 2018
<b>Approval Authority</b>	Academic Senate
<b>Approval Date</b>	22nd May 2014
<b>Expiry Date</b>	23rd July 2018
<b>Unit Head</b>	Cassandra Webeck University Secretary +61 2 6338 4258
<b>Author</b>	Megan Bond Manager, Academic Senate
<b>Enquiries Contact</b>	Office of Governance and Corporate Affairs +61 2 63384207