

# School Assessment Committees - Membership and Terms of Reference

## Section 1 - Establishment

(1) The Academic Senate, in accepting the Academic Regulations on 24 September, 1991(AS 91/140), accepted the notion of School Assessment Committees.

### Background

(2) Charles Sturt University (the University) has a responsibility to ensure good governance and management practices around assessment and the award of grades for each subject offered by the Schools of the University.

### Purpose

(3) The purpose of the School Assessment Committee is to provide a formal body that receives and considers grades, including review of grades, for each subject in the School and recommend award of a final grade for each student to the Faculty Assessment Committee.

## Section 2 - Glossary

(4) For the purpose of this document:

- a. Committee - means the School Assessment Committee.

## Section 3 - Membership

(5) The membership of the Committee shall be as follows:

- a. Head of School (Presiding Officer);
- b. other members as determined by the School Board, with a minimum of six members in total for the committee (to ensure quality assurances of grades).

## Section 4 - Functions and Responsibilities

(6) The Committee shall:

- a. act on behalf of the Academic Senate, through the Faculty Assessment Committee and Faculty Board, as the principal academic body within the School overseeing its assessment activities;
- b. approve the grades of all subjects taught within the School;
- c. receive and consider applications for a review of grade submitted by students; and
- d. oversight compliance within the School with Academic Senate policy, external regulatory requirements such as

the Higher Education Standards (HES) including via the consideration of HES reports and Faculty assessment policy.

## **Quorum**

(7) As detailed in the [Boards and Committees Policy - Conduct of Meetings of Academic Committees](#), the quorum for School Assessment Committees (as for other academic committees) is a majority of members unless otherwise determined by the full Committee.

## **Meetings**

(8) Meetings will be published by the School in an annual schedule.

## **Agendas and Minutes**

(9) Agendas are circulated to the Committee before the Committee meeting.

(10) Minutes of the Committee meeting are circulated to Committee members following the meeting. Minutes of the meeting are forwarded to the Faculty Assessment Committee.

## **Conflicts of Interest**

(11) Where a member has a perceived or material conflict of interest, they must declare this to the Chair and at the committee meeting prior to discussion to the item of business.

# **Section 5 - Variations**

(12) Variations to the terms of reference and / or membership of School Assessment Committees must be approved by the Academic Senate.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	24th July 2018
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