

'School Assessment Committee' - 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 School Assessment Committee is a management committee and a subcommittee of the School Board and is responsible for grade approval for the school and for escalating assessment governance issues to the School Board.

Section 2 - Glossary

(4) For the purpose of this document:

- a. Academic staff – means employees of Charles Sturt University (the University) who are employed at academic levels A to E
- b. Chair – means a person appointed to chair a committee
- c. Committee – means the School Assessment Committee

Section 3 - Membership

(5) The membership of the committee is set out below:

- a. Head of School or Centre Director of the faculty, or nominee (Chair).
- b. Head of School or Centre Director of the faculty (if they do not occupy the membership position at clause (5)a).
- c. Course Directors of the faculty.
- d. At the discretion of the Head of School or Centre Director, representation from partner institutions.
- e. At the discretion of the Head of School or Centre Director, other academic staff or representation from non-school bodies with responsibility for student assessment (such as for courses delivered by divisions).
- f. To make up a minimum membership of six, other academic staff to be nominated by the chair if required.

(6) The secretary to the School Assessment Committee shall be appointed by the Faculty Administration Manager of the faculty.

Section 4 - Functions and responsibilities

(7) The committee will:

- a. approve the grades of all subjects taught within the school
- b. receive and consider applications for a review of grade submitted by students
- c. receive and consider grade moderation reports and subject reflection and planning reports
- d. make recommendations to the School Board and school executive as required on the practice of assessment within the school and assessment governance issues including the schools operations in compliance with the assessment policies and requirements of Academic Senate, and with relevant external regulations and/or standards (such as the [Higher Education Standards Framework \(Threshold Standards\) 2015](#) and faculty policies and procedures).

Quorum

(8) A quorum shall be as detailed in the [Boards and Committees Policy - Conduct of Meetings of Academic Committees](#), which is a majority of members unless otherwise determined by the full committee.

Meetings

(9) Meetings will be published by the school in an annual schedule.

Agendas and minutes

(10) Agendas are circulated to the committee members before the committee meeting.

(11) 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

(12) 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

(13) Variations to the membership and terms of reference of School Assessment Committees must be approved by the University Learning and Teaching Committee.

Status and Details

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