

Parent policy title: Board of Examiners (BoE)

Preamble

This procedure supports the recently approved Board of Examiners policy which specifies the membership and purpose as required under Statute 6.1.5 Assessment.

1. Procedure

All School BoE's must provide a written report to the Faculty of Examiners 3 days prior to the meeting. In the report School BoE's must provide advice on the following:

- Structural overview of their of Examiners
- Meeting schedule and attendance record
- Advice on the overall Assessment outcomes
- Advice on the anomalies outside the grade distribution recommendations

1.2 School Board of Examiners Report Template

The template must be completed and signed by both the Head of School and the Faculty Education Committee representatives prior to being submitted to the Coordinator, Academic and Student Services (Ms Bianca Roggenbucke).

Template link: <http://arts.monash.edu.au/policy-bank/procedures/--downloads/school-board-of-examiners-report-template.pdf>

Responsibility

Each semester, the Coordinator, Academic and Student Services will circulate a copy of the template to Faculty Education Committee representatives requesting that they arrange for it to be completed and returned by a given date.

Key Stakeholders:

Associate Dean (Education), Faculty Education Committee, Heads of Schools, Chief Examiners and Manager, Academic and Student Services.

Approval Body:

Faculty Board of the Faculty of Arts

Meeting number: 04/11

Meeting date: 8 September 2011

Agenda item: 17

Endorsement Body

ESEC

Meeting number: 04/11

Meeting date: 31 August 2011

Agenda item: 3

Effective Date: Semester Two, 2011

Next Review Date: 2014

Policy Owner: Faculty of Arts

Policy Author: Quality and Compliance Officer