

Policy title: Board of Examiners

Purpose

This policy specifies the membership of the Board Examiners is a requirement under Statute 6.1.5 Assessment.

Scope

The Board of Examiners of the faculty -

- *Subject to regulations, must, after considering the recommendation of the chief examiners of the units concerned, determine, the final results for each student enrolled in units taught by the faculty;*
- *is responsible for the monitoring and review of results in units taught by the faculty; and*
- *may advise the faculty board on any matters relating to assessment.*

Policy Statement

Faculty Board of Examiners

The Faculty of Arts Board of Examiners (BoE) meets at the end of each standard semester and following the release of results for both Winter and Summer semester. It is chaired by the Associate Dean (Education).

Membership

School Education and Student Experience Committee (ESEC) representatives (excluding Gippsland):

- [Applied Media and Social Sciences](#)
- [English, Communications and Performance Studies](#)
- [Geography and Environmental Science](#)
- [Journalism, Australian and Indigenous Studies](#)
- [Languages, Cultures and Linguistics](#)
- [Music – Conservatorium](#)
- [Philosophical, Historical and International Studies](#)
- [Political and Social Inquiry](#)

** Delegates must be appointed if ESEC representatives are not available*

Manager, Academic and Student Services

Student Services Co-ordinator

Purpose

- *Receive minutes of the meetings of School BoE (including Malaysia and South Africa) and reports from Centres teaching within the faculty*
- *Confirm all marks and grades determined by the School BoE*
- *Consider issues raised by School BoE*
- *Determine any final marks and grades as recommended by Chief Examiners after the Schools BoE meeting*
- *Determine the marks and grades (final or interim) for all units for which the Faculty is responsible eg. Exchange/Study Abroad units*
- *Monitor distribution of grades across all units taught or owned by the Faculty*
- *Monitor compliance with faculty and university legislation, policy and procedures relevant to assessment*
- *Monitor interim grades (WH) of all units taught by the Faculty*
- *Ensure that blank grades are resulted or transferred to an interim grade*
- *Grant supplementary assessment according to Faculty policy*

Handling of Results between Faculty BoE meetings

The Chair (or delegate) makes all Board of Examiners decisions required to be made before the next Board of Examiners, including

- *Approving changes to final results due to an error*
- *Approving changes from interim results to final results*
- *Approving results for units offered in non-standard semesters*
- *Granting deferred final assessment*
- *Granting supplementary assessment*
- *Approving recommendations for changes of final (NN & WN) grades to the WI grade.*

School Examiners

All School BoE meet at the end of each standard semester (or prior to the release of results for both Winter and Summer semester) within the time period set by the Manager, Academic and Student Services to

- *Determine and endorse marks and grades (final) of all students enrolled in units taught by the school in the given semester*
- *Ensure that where DEF and WH results have been entered, official documentation has been sighted and approved*
- *Ensure that blank grades are resulted or transferred to an interim grade*
- *Monitor compliance with faculty and university legislation, policy and procedures*
- *Monitor distribution of grades for each unit*
- *Report to the Faculty BoE (Refer to School Section Minutes proforma on V:\Student Services\Assessment\Results\Board of examiners\Templates)*

Procedures Title: *Board of Examiners Procedures*

Responsibility for implementation: ADE; ESEC; Chief Examiners

Policy status: *New*

Key Stakeholders: ADE, ESEC, Chief Examiners, Students

Approval Body:

ESEC

Meeting number: 02/2011

Meeting date: 18 May 2011

Agenda item: 10

Faculty Board

Meeting number: 02/2011

Meeting date: 27 June 2011

Agenda item: 4

Date Effective: **Semester 2, 2011**

Next Review Date: **2014**