

School Board of Examiners Report Template

Name of School:

Semester/Year:

Section 1

State the structure of BoE meeting (s):

Some schools have one large meeting that addresses results for all year levels and others have a series of meetings that cater for the different co-horts or year levels.

Attach brief minutes for all relevant examiners' meetings, showing date (s) and attendees. Note minutes should show the following:

- A list of items discussed
- Recommendations made
- Matters requiring faculty attention

Section 2:

Tick as appropriate. Add comments or attach documents where relevant.

	The Board received and considered the results for all units listed under the School's Board of Examiners. <i>List any units not examined by the meeting(s) and state the arrangements for their approval.</i>
	The Board was satisfied that the assessment and marking of all student work was conducted according to the Assessment, Examinations and Results Policy and Procedures: http://www.arts.monash.edu.au/policy-bank/assessment.php
	The Board received reports on interim grades (WH/DEF) and was satisfied that the marks were justified and that the correct grade been assigned. <i>Note the following:</i> <ul style="list-style-type: none">• <i>All Withheld grades (WH) must be converted to a final grade no later than 12 weeks after the associated Callista teaching period end date for that unit.</i>• <i>Deferred (DEF) and Supplementary (NS) grades must be converted to Final Grades no later than the date when Supplementary and Deferred Assessment results for that teaching period are published.</i>

	The Board was satisfied that every student who is enrolled in a unit has been allocated a final or interim grade. <i>In circumstances where this requirement is not met please provide an explanation (unit code, examiners name and reason).</i>
	The Board received reports on grade distribution average for each unit and is satisfied any departure from the guidelines outlined in the Grade Distribution Policy is justified. Refer to Grade distribution policy: http://www.arts.monash.edu.au/policy-bank/assessment.php <i>In cases where the results for a single unit differ from the benchmark distribution please provide a note of justification</i>
	The Board is satisfied that where a fail grade was allocated, pieces of assessment exceeding 10% of the final mark were double marked. Refer to the Assessment in Coursework Programs Policy, G Marking, Grading and Results http://www.policy.monash.edu/policy-bank/academic/education/assessment/unit-assessment-procedures.html
	List any matters you wish to bring to the attention of, or discuss at the Faculty BoE.
	Honours
	Grades in all Honours coursework units have been considered, and the Board is satisfied that standards are consistent and grades reflect the School criteria: <ul style="list-style-type: none"> • <i>Outline procedures that are in place to ensure equity and consistency in standards across honours coursework units.</i>
	Thesis reports and grades have been considered by the Board, and the Board is satisfied that marking guidelines have been adhered to.
	Thesis grades have been determined according to faculty guidelines. <i>List any cases where a third marker was required or the Board recommended adjustment of grades for any other reason.</i>
	Withheld results have been considered, and the due dates for theses with extensions are noted. <i>Outline the procedures for confirming results for these students.</i>
	List benchmarking procedures that have been carried out, or will be carried out for this cohort across disciplines, schools or with other institutions. <i>Further details will be forthcoming.</i>

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Date and signature of Head of School /Director of Centre

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Date and signature of Education Coordinator