ASSESSMENT SUBCOMMITTEE POLICY AND PROCEDURE

Policy
The purpose of this policy is to outline the function and processes of the Assessment Subcommittee of the Academic Board.

Assessment Subcommittee function
The Assessment Subcommittee for Western Australia comprises:
Mr David Berry (Campus Director)
Mr Rod Monger (Academic Director)
Mr John Searle (Academic Director of UniLink)
Mr Paul Lloyd (External Academic Representative)

The Subcommittee is chaired by the State Academic Director. The Assessment Subcommittee is responsible for the implementation of the Assessment Policy and Procedures. It meets at the end of each trimester to approve results prior to publication.

Frequency of Meetings
The Assessment Subcommittee meets at the end of each trimester, according to the Academic Calendar.

Procedure
The State Academic Director presents the draft class gradesheets to the subcommittee. For each subject, after discussion of the grades, the subcommittee may issue directions to the State Academic Director, which may include:

- adjusting grades near a fail/pass boundary
- offering the opportunity for a supplementary examination for students who have achieved a total mark of between 46-49%, and have failed the final examination, in accordance with the Student Assessment Policy and Procedure.
- offering the opportunity for additional assessments for students who have achieved a total mark of between 46-49%, and have passed the final examination, in accordance with the Student Assessment Policy and Procedure.
- scaling of results of entire cohort if there is demonstrated evidence of any disadvantage in exam conditions outside the students control

The subcommittee will confirm the results, adjusted as directed, for each subject.
The Assessment Subcommittee may confirm grades “out of hours” after students have undertaken a supplementary examination or additional assessment.

Version Control

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