

Board of Examiners Terms of Reference

Purpose

1. Through the establishment of an Academic Board under the delegation of the Board of Directors, the Academic Board establishes a standing committee of the Academic Board, the Board of Examiners (BoE) to review and ratify final marks, grades and grade distributions for all units offered each teaching period.

Definitions

2. Definitions for key terms are presented in the Glossary of Terms which may be accessed on the GHE website at <https://www.globalhe.edu.au/policy>

Principles

3. The BoE operates according to the following principles at all times:
 - a) the BoE is a Committee of Academic Board;
 - b) the BoE reports to and is accountable to the Academic Board;
 - c) the BoE is established as the forum for the review and ratification of final marks, grades and grade distributions for all units offered in each teaching period as specified in the **Assessment Procedure**;
 - d) linkages are maintained between the BoE, the Teaching, Learning and Quality Committee (TLQC), Course Development and Advisory Committee (CDAC), the Academic Board and management to maintain and support coherent academic governance, and the quality and integrity of GHE courses and the student experience

Membership

4. The BoE will comprise of no less than eight (8) ex officio members, comprising examiners from the academic staff and the relevant professional staff member as follows:
 - a) Academic Director, or nominee as Chair;
 - b) Course Coordinator – one to represent each of the GHE courses;
 - c) Unit Coordinators for all units with grades under consideration;
 - d) Academic teaching staff, one to represent each of the GHE courses;
 - e) Professional staff member with responsibility for processing of grades, or nominee.

Nominees

5. If a member is unable to attend a meeting, the Chair may appoint a nominee to attend in lieu of that member. The member should ensure the nominee is fully briefed and prepared to contribute to the meeting.

Co-option and Observers

6. The BoE may co-opt other persons as required to provide advice and assistance in respect of specific issues being considered or when specialist expertise is required.

7. By endorsement of the Chair, observers may be invited to attend BoE meetings, noting that an observer will have no voting rights.

Appointment

8. Ex officio members shall remain members of the BoE for the period they hold specific office.

Code of conduct

9. All members must meet the 'Fit and Proper Persons Requirements' as required by the *Tertiary Education Quality and Standards Agency Act 2011* and the *Education Services for Overseas Students Act 2000*.
10. All members must declare any real or perceived conflict of interest through a declaration of interests and conflicts prior to their appointment and as an ongoing obligation should a real or perceived conflict arise.
11. All members must act in the best interests of GHE and perform their duties in line with the interests of GHE.

Terms of Reference

12. The BoE is responsible and accountable for:
 - a) ensuring that the academic results awarded for each unit offered are accurate and complete,
 - b) reviewing and monitoring the awarding of interim grades, i.e., incomplete, supplementary or deferred grades,
 - c) determining a grade different from that recommended as necessary;
 - d) determining and approving the final grade for students in a unit, upon advice of the Unit Coordinator if needed;
 - e) certifying to Student Services the final grades in respect of each student after all authorities have carried out and exercised any power given to them under **Section 3 in Schedule 1: Grades and Grading** of the **Assessment Procedure**.
 - f) refer matters requiring further investigation or analysis to the TLQC.

Sub-Committees

13. The BoE does not have the authority to establish sub-committees or delegate powers.

Quorum

14. At least five (5) members including the Chair form a quorum.
15. In the case of a deadlocked decision, the Chair may exercise a casting vote to enable a decision to be made.

Meetings

16. The BoE will meet once per Teaching Period at specific dates and times as decided by the Academic Director. Special meetings may be called by the Academic Director as required.
17. A dedicated minute taker must attend and take minutes at every meeting.
18. Papers must be distributed at least 7 days prior to all meetings, although late papers may be circulated on a needs basis.
19. All meetings must be scheduled through an Annual Board of Examiners Work Plan.

20. Meetings can take place via electronic / digital communication tools or face-to-face.
 21. The Chair may appoint an acting Chair during an absence.

Associated information

Related Internal Documents	IIBIT AHE Pty Ltd Constitution Governance Framework Terms of Reference Board of Directors Terms of Reference Audit and Risk Committee Terms of Reference Course Development and Advisory Committee Terms of Reference Teaching, Learning Quality Committee Delegation of Authority Policy and Schedule Assessment Policy Glossary of Terms
Related Legislation, Standards and Codes	<i>Corporations Act 2001</i> <i>Tertiary Education Quality and Standards Agency Act 2011</i> <i>Higher Education Standards Framework (Threshold Standards) 2021</i> <i>Education Services for Overseas Students (ESOS) Act 2000</i> <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i> <i>Australian Qualifications Framework 2013</i>
Date Approved	7 May 2021
Date Endorsed	17 September 2021
Date of Effect	17 September 2021
Date of Review	June 2026
Approval Authority	Academic Board
Policy Custodian	Governance Officer
PinPoint DocID	3023

Change history

Version Control		Version 1.2
Change Summary	1 -Sept-21	V1.0 draft approved by Academic Board 7-May-21, incl minor amendment to comply with HESF2021 and endorsed by Board of Directors 17-Sept-21
	10-Oct-23	V1.1 administrative updates following TEQSA registration
	26-Oct-23	V1.2 minor amendment to cl 16

Warning - Document uncontrolled when printed! The current version of this document is maintained on the GHE website at <https://www.globalhe.edu.au/policy>