

College Higher Education Assessment Review Panel Terms of Reference

Section 1 - ESTABLISHMENT

(1) The College Higher Education Assessment Review Panel is established under the Learning, Teaching and Assessment Committee Terms of Reference.

Section 2 - FUNCTIONS AND RESPONSIBILITIES

(2) Each College shall establish a College Higher Education Assessment Review Panel.

(3) By agreement, Colleges which have have a limited involvement in Higher Education undergraduate or postgraduate coursework provision may have responsibilities relating to the finalisation of assessment included within the College Higher Education Assessment Review Panel of another College.

(4) The College Higher Education Assessment Review Panel shall:

- a. Consider the results of assessment recommended by examiner/ unit coordinator for each unit for which the College has responsibility, including outcomes of assessment moderation and ensuring compliance with relevant University Governing Documents.
- b. Review the appropriateness of allocated grades including and consider trends in grade allocation:
 - i. The mandatory receipt and consideration of grade distribution reports from unit assessors for all units (excepting un-graded units) where:
 - The whole range of passing grades (P to HD) is not used and/or,
 - There is discrepancy in the grade distribution between modes of comparable cohorts within the same unit and/or,
 - The percentage of F and WF grades (out of the total of HD, D, C, P, FNS, F and WF grades recommended) exceeds 25% and/or,
 - The percentage of HD and D grades (out of the total of HD, D, C, P and FNS grades) exceeds 25%.

Note: Grade distribution reports should provide explanations for variations in grade distributions from the above parameters.

- c. Award a final grade to each student enrolled in each unit in the College:
 - i. An AC grade may only be awarded by the College Higher Education Assessment Review Panel for a period of up to three (3) months from the end of Week 12. The College Higher Education Assessment Review Panel must record the period for which any approved AC grade may stand.
 - ii. The Associate Dean Learning and Teaching has authority to approve late grades and changes to grade which require approval before the next meeting of the College Higher Education Assessment Review Panel.
- d. Moderate any allocated grades, as the Assessment and Moderation Policy.
- e. Identify any missing results where possible to ensure that all results are entered into the system in time for the

final result to be released on the date set by the University.

- f. Monitor and review the effectiveness of assessment practices units offered by the Colleges and make recommendations to College Teaching and Learning Committee on assessment policies, procedures, rules and guidelines and professional development opportunities for staff.
- g. Review the performance of students undertaking units offered by the College, including the identification of students who are making unsatisfactory progress or are under review.
- h. Provide final grades to Student and Academic Services no later than three (3) days prior to the date for release of final results.
- i. Ensure adequate and accurate minutes are kept of meetings to record decisions made and action taken by the panel. Minutes should be distributed to the University Learning, Teaching and Assessment Committee.

Section 3 - MEMBERSHIP

(5) The membership of the College Higher Education Assessment Review Panel shall comprise the following:

- a. College Dean (or delegate)
- b. Associate Dean, Learning and Teaching
- c. Authorised representatives from each Discipline
- d. All College Higher Education academic staff members (or delegates) of other Colleges responsible for the final unit assessment of students in programs which it has been agreed will be the responsibility of the College Higher Education Assessment Review Panel
- e. Additional attendees at the invitation of the Chair

Section 4 - CHAIR

(6) The Chair of the College Higher Education Assessment Review Panel will be the relevant College Dean. In the Chair's absence, the Associate Dean Learning and Teaching will preside over the meeting.

Section 5 - SECRETARY

(7) Administrative support will be provided by the relevant College Administration.

Section 6 - MEETINGS

(8) The College Higher Education Assessment Review Panel meetings must be scheduled to ensure the timely publication of results to students, including at the end of all major teaching periods as described by the Higher Education Academic Calendar.

Section 7 - REPORTING

(9) This Committee must provide a report in a timely manner to the next meeting of the relevant College Learning and Teaching Committee and the University Learning, Teaching and Assessment Committee.

Section 8 - CONFLICTS OF INTEREST

(10) Where a member has an actual, potential or perceived conflict of interest regarding an agenda item, they must declare this to the Chair at the commencement of discussion of the item, and be prepared to excuse themselves from the discussion, or the room, if required, as per the terms of the Conflicts of Interest Policy.

Section 9 - NON-COMPLIANCE

(11) Non-compliance with Governance Documents is considered a breach of the [Code of Conduct – Staff](#) or the [Code of Conduct – Students](#), as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the [Charles Darwin University and Union Enterprise Agreement 2022](#) and the [Code of Conduct – Students](#).

(12) Complaints may be raised in accordance with the [Code of Conduct – Staff](#) and [Code of Conduct - Students](#).

(13) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the [Fraud and Corruption Control Policy](#) and [Whistleblower Reporting \(Improper Conduct\) Procedure](#).

Status and Details

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