Higher Education Faculty Assessment Review Panel Terms of Reference

Section 1 - Establishment

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

Section 2 - Functions and responsibilities

(2) The role of the Higher Education Faculty Assessment Review Panel will review and confirm grades awarded in units and discuss any issues arising from the preparation, delivery and outcomes of the unit offering. This will include the opportunity to discuss the potential amendments and action plans for the following academic year.

(3) The Higher Education Faculty Assessment Review Panel shall:

a. Consider the results of assessment recommended by the unit coordinator for each unit for which the Faculty has responsibility, including outcomes of assessment moderation and ensuring compliance with relevant University Governing Documents.
b. Review the appropriateness of allocated grades and consider trends in grade allocation, including the mandatory receipt and consideration of grade distribution reports from unit assessors for all units (excepting un-graded units) where:
    i. The whole range of passing grades (P to HD) is not used; and/or
    ii. There is discrepancy in the grade distribution between modes of comparable cohorts within the same unit and/or,
    iii. The percentage of F, WF and PS grades (out of the total of HD, D, C, P, FNS, F and WF grades recommended) exceeds 25% and/or,
    iv. The percentage of HD, D and SA grades (out of the total of HD, D, C, P and FNS grades) exceeds 25%.
    v. 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 Faculty in accordance with the Grading Policy:
    i. An AC grade may only be awarded by the Higher Education Faculty Assessment Review Panel for a period of up to three (3) months from the end of Week 12. The Higher Education Faculty Assessment Review Panel must record the period for which any approved AC grade may stand.
    ii. The Pro Vice-Chancellor and Associate Dean Learning and Teaching have authority to approve late grades and changes to grade which require approval before the next meeting of the Higher Education Faculty Assessment Review Panel.
d. Moderate any allocated grades, as per the Higher Education (Coursework) Assessment Policy and Procedure.
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 Faculty and make

recommendations to the Faculty Learning and Teaching 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 Faculty, 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 and Teaching Committee.

Section 3 - Membership

(4) Membership of the Higher Education Faculty Assessment Review Panel will comprise:

a. Pro Vice-Chancellor;
b. Associate Dean Learning and Teaching;
c. Heads of School or Heads of Discipline;
d. Faculty Quality Manager; and
e. Additional invitees at the invitation of the Chair.

Section 4 - Chair

(5) The Pro Vice-Chancellor will be Chair of the Higher Education Faculty Assessment Review Panel. If the Chair is not available, the Associate Dean Learning and Teaching will Chair the meeting.

Section 5 - Secretary

(6) Administrative support will be provided by the relevant Faculty Quality team.

Section 6 - Quorum

(7) At a meeting of the Higher Education Faculty Assessment Review Panel, quorum is constituted as 50% plus one member of the Higher Education Faculty Assessment Review Panel.

Section 7 - Meetings

(8) The Higher Education Faculty Assessment Review Panel must meet before 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 8 - Agenda

(9) The agenda will be distributed with supporting documentation normally at least seven (7) days prior to the meeting date.

Section 9 - Minutes and reporting

(10) The Higher Education Faculty Assessment Review Panel will provide a report to the relevant Faculty Learning and Teaching Committee and the University Learning and Teaching Committee.

Section 10 - Conflicts of interest

(11) 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 11 - Non-compliance

(12) Non-compliance with Governance Documents is considered a breach of the Code of Conduct - Employees 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 2025 and the Code of Conduct - Students.

(13) Complaints may be raised in accordance with the Complaints and Grievance Policy and Procedure - Employees and Complaints Policy - Students.

(14) 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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Glossary Terms and Definitions

"**Faculty**" - An organisational and academic unit in the University that delivers courses and conducts research.