FACULTY ASSESSMENT BOARD

Sub-Committee of Faculty Board
Established by Council: 6/97 4.8.97
Revised by Academic Committee: 3/01 3.5.2001

INTERPRETATION

1 For the purposes of this constitution, the term "Faculty" shall include the Queensland College of Art, the Queensland Conservatorium, and the Graduate School of Management.

2 For the purposes of this constitution, the term “Dean” shall include the Provosts and Directors of Colleges of the University established pursuant to section 39 of the Griffith University Act.

ROLE

3 The Assessment Board is responsible to the Faculty Board for the determination of grades from individual Course Convenors in respect of all courses that are the responsibility of the Schools within the Faculty. The Faculty Assessment Board is also responsible for dealing with individual student cases, monitoring of results and the provision of advice on student achievement, in respect of all courses that are the responsibility of the Faculty, with the exception of research higher degrees.

FUNCTIONS

4 The Assessment Board shall -

(1) determine final grades through -

   (a) ensuring that grade recommendations from Course Convenors are scrutinised for -

      (i) consistency with University policy;
      (ii) comparability of standards;
      (iii) audit and academic quality control.

   (b) consulting relevant Course Convenors regarding any queries concerning their recommended grades;

(2) approve eligibility of students to receive awards other than research masters, PhD, professional doctorate and honorary awards. The Dean may act on behalf of the Assessment Board for this purpose.

(3) determine the Honours classification to be awarded to students who have satisfied the requirements for Honours degrees within the Faculty.

(4) ensure that individual student cases are dealt with fairly, impartially, and in a manner that is consistent with University policy and sound academic judgement; in particular to award conceded passes and supplementary assessment and to determine the outcomes of applications from students for special consideration and deferred assessment.

(5) evaluate the outcomes from the teaching activities in a particular area (e.g., the set of courses delivered by the School);

(6) provide advice to the Faculty Board on the basis of assessment performance indicators about the need to review program structure and contributions of the courses to the program.
(7) provide advice to the School Committee in relation to the review of student progress through programs for which the School has responsibility;

(8) consider applications for the prizes and awards available within the School or Faculty, ranking the applicants and granting the awards and prizes;

(9) deal with allegations of cheating and plagiarism as provided for in the policy on academic misconduct.

MEMBERSHIP

5 The members of the Board shall be -

(1) the Dean as Chairperson;

(2) the Heads of School, ex officio;

(3) the Deputy Heads of School, ex officio;

(4) the Program Convenors.

6. With the approval of the Faculty Board, the Dean may appoint a senior academic within the Faculty as the Chair of the Faculty Assessment Board for a designated period.

METHOD OF OPERATION

7. The Faculty Assessment Board may establish Assessment Panels to conduct the business of the Faculty Assessment Board. An Assessment Panel may carry out any of the functions of the Faculty Assessment Board with the exception of the determination of Honours classifications, dealing with allegations of cheating and plagiarism, recommending candidates for the University Medal and Bachelors Degree Medal, and determining appeals against decisions in response to applications for special consideration and deferred assessment.

8. The functions of the Faculty Assessment Board may be carried out executively by the Chair of the Assessment Board.