ROLE

1 In line with good practice in assessment in higher education, and to optimise learning outcomes, the University Assessment Committee is to advise the Academic Committee, through the Learning and Teaching Committee, on matters associated with the conduct of assessment.

FUNCTIONS

2 Within this context, the University Assessment Committee is responsible for monitoring and promoting quality in assessment by:

(a) Identifying key issues affecting the way the University conducts its assessment responsibilities;

(b) Reviewing, on a cyclical basis, Griffith University's assessment policies, guidelines and practices at the institutional level to rationalise and simplify the University's assessment policy framework and ensure coherence between the necessary policies, procedures, guidelines and administrative practices;

(c) Overseeing the moderation processes that operate to ensure consistency and comparability of marking and grading across markers, campuses, and student cohorts;

(d) Overseeing the implementation of Griffith University's academic integrity framework; and

(e) Considering assessment matters that arise from Group practices that require investigation at a broader institutional level.

MEMBERSHIP

3 The membership of the University Assessment Committee shall consist of:

(a) The Deputy Chairperson of Academic Committee, ex officio;

(b) Deans (Learning and Teaching), ex officio;

(c) Director, GIHE or nominee;

(d) Director, Student Administration or nominee;

(e) Deputy Academic Registrar or nominee;

(f) Director, Information Services (Learning and Teaching) or nominee;

(g) Up to two members of academic staff with specialist expertise, appointed by the Deputy Vice Chancellor (Academic) for a two year term;

(h) One student representative nominated by the Chair of the Learning and Teaching Committee.

CHAIRPERSON

4 The Chairperson of the Committee shall be appointed by the Deputy Vice Chancellor (Academic), in consultation with members of the University Assessment Committee, for a term of two years.
SECRETARY

5 The Pro Vice Chancellor (Administration) will appoint the secretary of the Committee who will have rights of audience and debate at all meetings.

MEETINGS

6 The University Assessment Committee will meet as required.

REPORTING

7 The University Assessment Committee will report its activities to the Learning and Teaching Committee.