

Procedure Title

Board of Examiners Procedure

Preamble

The Board of Examiners is a committee of the Deakin College Academic Board of Studies and reports to the Board through its minutes. It also provides feedback to the Deakin College Senior Management Group and the Deakin College Teaching and Learning Committee.

Purpose

This procedure considers all student results before they are published.

Scope

This procedure applies to all students enrolled in the Foundation, Diploma and non-award courses offered at Deakin College.

Policy

Assessment Policy

Related Documentation

Moderation Procedure

Procedure

1. The Board of Examiners will meet once each trimester after the Academic Coordinators have completed the moderation of results and before results are published. The Board of Examiners will report to the Academic Board of Studies through its minutes.
2. The Board of Examiners:
 - 2.1. Considers the moderated results provided by the Academic Coordinator for each Diploma from each location;
 - 2.2. Ensures consistency in the results, including application of penalties;
 - 2.3. Analyses results and considers the distribution of results;
 - 2.4. Reviews missing results;
 - 2.5. Ensures that fail results have been second marked;
 - 2.6. Determines the progression status of students;
 - 2.7. Monitors the numbers of students classified as at risk; given special consideration and deferred examinations and where relevant makes recommendations for action;
 - 2.8. Monitors student breaches of conduct during examinations and where relevant makes recommendation for action;
 - 2.9. Monitors the numbers of students given special consideration;
 - 2.10. Earmarks for action unsatisfactory levels of achievement and where relevant, recommends for exclusion;
 - 2.11. Considers eligibility for a conceded pass;
 - 2.12. Determines eligibility to graduate;
 - 2.13. Authorises publication of results; and

2.14. Authorises amendment of results.

3. Membership

- The Academic Director
- Academic Manager (Burwood)
- Academic Manager (Waurm Ponds)
- Academic Manager (Waterfront)
- Representative from Jakarta
- Program Coordinator (rotating for each Diploma as appropriate)
- Secretary

Status and Details

Status	Current
Effective date	1/09/2018
Review date	1/09/2021
Approval Authority	Other
Implementation Officer	Academic Director
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