

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 board is the committee with the responsibility for decision-making for summative assessment decisions, as well as decisions related to the recommendations of moderators and authorising the publication of student results.

Scope

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

Related Policies

Assessment Policy

Related Documentation

Moderation Procedure

Procedure

The Board of Examiners will meet at the conclusion of each study period, after the completion of the moderation of results and before results are published. The Board of Examiners will report to the Academic Board of Studies through its minutes.

1. The Board of Examiners:

- 1.1.** Considers the moderated results for each course from each campus location;
- 1.2.** Ensures consistency in the results, including application of penalties;
- 1.3.** Analyse results and considers the distribution of results;
- 1.4.** Reviews missing results;
- 1.5.** Ensures that fail results have been second marked;
- 1.6.** Determines the progression status of students;
- 1.7.** Monitors the numbers of students given special consideration and where relevant makes recommendation for action;
- 1.8.** Monitors the numbers of students given deferred examinations and where relevant makes recommendations for action;
- 1.9.** Monitors student breaches of conduct during examinations and where relevant makes recommendation for action;
- 1.10.** Earmarks for action unsatisfactory levels of achievement and where relevant, recommends for exclusion;
- 1.11.** Considers eligibility for a conceded pass;
- 1.12.** Determines eligibility to graduate;

1.13. Authorises publication of onshore results; and

1.14. Authorises publication of offshore results.

2. Membership

Refer to the Board of Examiners terms of reference for more information.

Status and Details

Identification	Board of Examiners Procedure
Initial Issue Date	1/09/2018
Status	Current
Domain	Learning and Teaching
Effective Date	1/09/2022
Review Date	30/04/2024
Approval Authority	Academic Board of Studies
Implementation Officer	Academic Director
Enquiries Contact	Jonathon Pura