



The Australian College of Physical Education

TERMS OF REFERENCE

C1.5 ACADEMIC ASSESSMENT COMMITTEE

1. Preamble

To date, the College Academic Board has determined the assessment results recommended by the Teaching and Learning Committee. There are two reasons why this procedure requires modification. First, question of “procedural fairness” may be raised when a person involved in the determination of results is also involved in the hearing of an appeal associated with those results. A separation of responsibility would resolve this problem. Second, as the College diversifies its operations, more sets of results will be submitted for approval. The establishment of a smaller, competent committee with the delegated authority to determine results on behalf of the College Academic Board will provide the College with the flexibility needed to cope with the diversification of its academic operations.

2. Terms of Reference of the ACPE Assessment Committee

The Assessment Committee is a committee of the College Academic Board and has the following delegated authority and associated responsibilities.

- 2.1 The Assessment Committee has the power to determine academic results on behalf of the College Academic Board.
- 2.2 The Assessment Committee is required to
 - 2.2.1 meet as necessary in order to determine academic results recommended by the College Teaching and Learning Committee.
 - 2.2.2 review and evaluate assessment data and assessment performance indicators associated with the cohort of results presented for approval.
 - 2.2.3 at its discretion, refer back to the Teaching and Learning Committee those results that are not consistent with the assessment policy enunciated by the College Academic Board.
 - 2.2.4 report to the College Academic Board all determinations made by the Assessment Committee together with an analysis of the results that relates to appropriate assessment performances indicators and adherence to College Assessment Policy.

3. Composition of the Assessment Committee

Membership

The membership of the Assessment Committee of the College Academic Board shall comprise:

5.1 Chair

- The Chair of the Assessment Committee shall be the Deputy Chair of the College Academic Board.

Note: *In the event that the Deputy Chair is unavailable, the Chair of the Academic Board shall preside at the relevant meeting of the Assessment Committee.*

5.2 Members

- Dean
- Associate Deans
- An external member of the Academic Board

Note: *If the composition of the College Academic Board is expanded to include a second member of staff, one staff member of the Board will be appointed as a member of the Assessment Committee. With the current Terms of Reference of the College Academic Board, the staff representative is required to sit on the Academic Appeals Committee as and when necessary.*

5.3 Executive officer

- The Executive Officer of the Assessment Committee shall be the College Registrar (or such other person as nominated by the College Registrar).

4. Meetings of the Assessment Committee

4.1 Meetings: The Assessment Committee is required to meet as necessary in order to determine academic results recommended by the College Teaching and Learning Committee.

4.2 Quorum: A quorum shall consist of the Chair and two other members of the Assessment Committee.

4.3 Meeting procedures Standard meeting procedures shall apply for meetings of the Assessment Committee.

4.4 Minutes: Minutes of each meeting must be kept and must be:

- i signed by the Chair as a true and accurate record, and
- ii distributed to each member of the Committee prior to their submission to the College Academic Board, and
- iii distributed to the members of the College Board as part of the agenda of their next regular meeting of the Board.

5. Administration

5.1 Approval and Review

POLICY NUMBER C1.5 Academic Assessment Committee TOR			
Information Officer	Registrar		
Initial Approval			
Version Number	1.1	Approval Date	3 December 2009
Commencement	1 January 2010		
Next Review Date	February 2014		
Approval Authority	Dean and Head of College, ACPE		
Approved By	Dr Brian Nook, Dean and Head of College, ACPE		
Approval Signature		Date	