

CHECKLIST OF ASSESSMENT COMMITTEE PROCEDURES

Faculty & Academic Unit:

Session & Year:

Academic Unit

Faculty

Procedure

Initial
Unit or FAC
Chair Chair

Remarks

Distribution of marks for each subject

<input type="checkbox"/> Distribution of marks discussed and recorded			
<input type="checkbox"/> Distribution compared with historical data			
<input type="checkbox"/> Subject anomalies identified			
<input type="checkbox"/> *Scaling applied if appropriate			
<input type="checkbox"/> Results submitted to ARD			
<input type="checkbox"/> * Service subject grades' distribution supplied, if required			

Individual students results

<input type="checkbox"/> Individual students' consolidated results considered, including anomalies identified			
<input type="checkbox"/> Decisions made on special consideration applications/medical certificates and WAs/WMs/WOs allocated			
<input type="checkbox"/> Honours grades determined			
<input type="checkbox"/> Variations to consolidated results recorded on Form for Recording Variations to grades			
<input type="checkbox"/> Form for Recording Variation to Grades presented to FAC for approval			
<input type="checkbox"/> All variations to grades confirmed/rejected and documented			
<input type="checkbox"/> *Interfaculty results reviewed, if required			
<input type="checkbox"/> Decisions made on late applications for special consideration and further WAs/WMs/WOs documented			
Variations to marks sent for an opportunity for comment to:			
<input type="checkbox"/> Chair of Academic Unit Assessment Committee*			
<input type="checkbox"/> Subject Co-ordinator			
<input type="checkbox"/> Comments on variations to marks considered			

Declaration of results

<input type="checkbox"/> Results declared by Faculty Assessment Committee			
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Finalisation of results

<input type="checkbox"/> Results submitted to ARD for release			
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Non-standard session, late, or amended results

<input type="checkbox"/> †Declaration for submission of results for each student signed by FAC chair			
<input type="checkbox"/> †Declaration for submission of results amended due to error signed by the Deputy Vice Chancellor (Academic and International)			
<input type="checkbox"/> Results tabled at Faculty Assessment Committee meeting			

*Optional procedures, if required

†Procedure outside meeting procedures, but part of process

Academic Unit Assessment Committee

Faculty Assessment Committee

Meeting date/s:

Meeting date/s:

Chair's signature _____

Chair's signature _____

Date: / /

Date: / /

Further comments: