

# The University of Melbourne

## Coursework Examinations Sub-committee

### A sub-committee of the Academic Programs Committee

#### Membership and Terms of Reference

##### **1. Membership**

Four academic staff appointed by the Academic Board with expertise in practical and/or clinical examinations)

Director, Student Management Services, or nominee

President UMSU or nominee

President UMPA or nominee

One representative of the Disability Liaison Unit

One faculty General Manager

Up to one additional co-opted member

##### **2. Chairperson**

Academic Board must appoint a person to chair the Committee for a period of up to two years. A person so appointed will be eligible for re-appointment. Academic Board must also appoint a Deputy Chairperson, in consultation with the Chairperson.

##### **3. Quorum**

A quorum for the committee is 3 or 20% of the current membership, whichever is greater.

##### **4. Terms of Reference**

- 4.1 To provide advice to Academic Programs Committee (APC) on matters concerning examinations policy.
- 4.2 To report to the Teaching and Learning Quality Assurance Committee (TALQAC) on matters concerning quality assurance of examination processes and examination conditions.
- 4.3 To provide advice to Student Management Services on academic issues on the conduct and monitoring of examinations, including examination conditions.
- 4.4 To report to APC, TALQAC, TALDEC and Student Management Services on the development and implementation of examination policy, and on the evaluation of the quality of examination procedures.

##### **5. Reporting**

The Coursework Examinations sub-committee will report to the Academic Programs Committee after each meeting.

##### **6. Secretariat**

The Academic Secretary, or nominee, will provide secretariat support to the committee.