

Assessment Committee

Terms of Reference



Queensland Institute of Business Technology Pty Ltd
ABN 38 076 195 027

Document

Document Name	Assessment Committee Terms of Reference (GC)
Brief Description	This Document outlines the Assessment Committee at Griffith College.
Responsibility	Academic Director
Initial Issue Date	14/02/2006
Authorising Body	Academic Board

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
20/03/2013	3	Document changes prior to December 2019 are found on H drive.	Academic Director
26/10/2022	4	Reviewed for currency and accuracy	Deputy Academic Director

Related Documents

Name	Location
Assessment Policy	Policy Library

Contents

1	Purpose and Scope	3
2	Document Contents	3
2.1	Terms of Reference	3
2.2	Membership	3
2.3	Tenure and frequency of meeting.....	3

1 Purpose and Scope

The purpose of this Document is to provide an outline of the Assessment Committee at Griffith College.

2 Document Contents

2.1 Terms of Reference

The Griffith College Assessment Committee is a standing committee of Program Advisory Committee which considers and approves final grades before release.

The key areas of responsibility of the Assessment Committee are:

- considering applications for Special Consideration,
- considering the distribution of grades for each course,
- ensuring comparable grade distribution with that of the same course delivered by Griffith University;
- approval of final grades;
- Meeting Minutes should be saved in the Colleges H Drive under relevant program course summary folder

2.2 Membership

- Academic Director
- Program Convenor or Program Advisor
- Griffith University Program Directors for relevant program of study
- Relevant Griffith College Course Coordinator[s] and lecturers on invitation.

The Academic Director is chair, and the Program Convenor is secretary.

2.3 Tenure and frequency of meeting

The Assessment Committee meets three times per year for end of Trimester grades approval. The committee will also meet as required to consider applications for Special Consideration (as directed by relevant policy appeals processes). Those who are members by virtue of their position (ex officio) remain members for as long as they hold the position relevant to their membership. Those who are members through invitation serve a term of three years. Members whose term has ended can be re-nominated to serve another term of membership.