



## **Senate Assessment Committee**

### **1. Role**

The Senate Assessment Committee assists Senate's Education Committee by monitoring assessment practices and standards across the University, and giving advice about assessment policy, standards and quality improvement within the Higher Education Standards Framework.

### **2. Terms of Reference**

Support Academic Senate's Education Committee by undertaking the following tasks:

- a) In collaboration with the School Academic Committees, University Research Institutes, and Multi-Disciplinary Teaching and Learning Committees and Third Party Providers, monitor the implementation of the *Assessment Policy*, and advise Senate Education Committee about assessment policies, procedures and guidelines;
- b) Identify and promote good assessment practice, including benchmarking within the University and with other institutions;
- c) Following teaching Terms, receive and consider written reports, from the Schools, and, where appropriate, University Research Institutes and Third Party Providers, including a summary of the approved results for subjects, any significant variability, anomalies and trends, and any recommendations about assessment policies and practices;
- d) Monitor the processes that are used to ensure consistency of marking across markers, campuses and student cohorts, and between equivalent Third Party Providers and University subjects;
- e) Oversee the implementation of the University's Academic Integrity Strategy.

### **3. Membership**

Membership is as follows:

- a) Pro Vice-Chancellor, Learning and Teaching, or nominee (Chair)
- b) Deputy Chair, Academic Senate (Deputy Chair)
- c) Director, Education Quality & Policy or nominee
- d) Associate Deans, Learning and Teaching, (or equivalent) or nominee
- e) Dean, Graduate Studies and Researcher Development, or nominee
- f) Chief Executive Officer, The College, or nominee
- g) Director, Learning Futures or nominee
- h) Director, Data Integrity, Quality and Operations or nominee
- i) Chair from each Expert Advisory Group or Working Party established by the Senate Assessment Committee;
- j) Third Party Provider representative



- k) One undergraduate student, elected by and from the undergraduate students of the University
- l) One postgraduate student, elected by and from the postgraduate students of the University
- m) One additional elected member of Academic Senate, to achieve gender balance and/or appropriate expertise.

#### **4. Chairing of Meetings**

The Pro Vice-Chancellor Learning and Teaching, or nominee will Chair the meetings. In their absence, the Deputy Chair will preside.

#### **5. Frequency of Meetings**

Senate Assessment Committee will meet between 4 to 6 times per year, as required. E-meetings may be scheduled at the discretion of the Chair to consider urgent matters.

#### **6. Quorum**

Quorum is one-half (or if one-half is not a whole number, the whole number next higher than one-half) of the total number of members for the time being of the Committee.

If a quorum is not present within 30 minutes of the stated commencement time, the meeting shall automatically lapse and the business on the agenda shall be included in the agenda for the next meeting.

**Approved at Academic Senate on 8 December 2023.**