

# FACULTY OF EDUCATION

## Board of Examiners Guidelines

### **Authority for the conduct of examinations**

Statute 6.1.5—Examinations (Monash *Calendar*, 1999, p. 162) confers on Council, with the advice of Academic Board, the right to make regulations with respect to a range of matters relating to examinations, including the appointment of examiners and the appointment of boards of examiners.

The examinations regulations pursuant to Statute 6.1.5 (Monash *Calendar*, 1999, pp. 225-7) cover a number of aspects of examinations, the salient points of which in respect of boards of examiners are:

### **Examination board membership**

Pursuant to Reg 7.1, Faculty Board appoints a board of examiners comprising:

- i. dean or nominee (as the chair)
- ii. associate deans
- iii. chief examiners in the subjects on offer
- iv. any other persons

### **Examination board responsibilities**

- i. [7.2]: for ‘determining the results of the performance of all candidates enrolled in the faculty, and for transmitting those results to the registrar’
- ii. [7.3] advice to Faculty Board re- methods of assessment
- iii. [7.4] Faculty Board may ‘divide its board of examiners into sections each with authority to determine results in particular subjects or groups of subjects’

### **Recommendations**

The regulations make no recommendations regarding the conduct of examination board meetings. Moreover, under pre-amalgamation arrangements different practices may have operated on different campuses. The following recommendations attempt to provide uniformity of practice at Clayton, Gippsland and Peninsula.

#### **1. Timing of examination board meetings**

- 1.1 The board of examiners is a faculty-wide body which is divided into three sections (one per campus) with each section responsible for subjects taught at, or administered from, a particular campus.
- 1.2 Meetings of Faculty Board of Examiners (appointed by faculty board) will be held on each campus (as appropriate) at the conclusion of semesters 1 & 2, and the summer semester.

- 1.3 Meetings of boards of examiners will be convened by the campus examinations officer (as designated by the Faculty Registrar) after consultation with the relevant campus co-ordinators, level directors and course co-ordinators regarding submission of results, dates, times etc. (consistent with University requirements).

## **2. Pre-examination board meeting requirements**

Prior to board meetings it is anticipated that all staff will familiarise themselves with the document 'Examination results procedures for chief examiners/course co-ordinators'. This document will be circulated in advance of each scheduled Board of Examiners meeting by the Manager, Student Services. The document specifies the procedures for the marking of students' work, the return of results sheets and the documentation required for the Board of Examiners' meetings.

## **3. Conduct of examination board meetings**

- 3.1 Boards of examiners will be chaired by the Associate Dean (Teaching) or the Dean's nominee with the appropriate campus examinations officer and one other associate dean in attendance.
- 3.2 The campus examinations officer will arrange for meetings of the board to be minuted [**This is to ensure that decisions made by the board in respect of student requests, requests for special consideration etc. are properly recorded.**] One copy of the minutes will be retained on file by the Faculty Registrar and the appropriate campus examinations officer, and will be available for perusal by the chief examiners. At the commencement of each board meeting a copy of the previous examination board minutes will be tabled and the chair will seek confirmation of the minutes as an accurate record.
- 3.3 All chief examiners of subjects are expected to be in attendance for the duration of board meetings.
- 3.4 The board will ratify the results for each course in turn.
- 3.5 For each course, in the following order, the board will:
  - 3.5.1 consider and approve or disapprove student requests for special consideration
  - 3.5.2 note and minute any overall anomalies (e.g., results outstanding)
  - 3.5.3 consider individual results and, where appropriate, approve and minute Ns, WHs, supplementaries etc.
  - 3.5.4 minute, on the advice of course co-ordinators, the names of any students requiring course or subject counselling.