1. **Policy**

It is the policy of the Navitas College of Public Safety that a Board of Examiners is established and convened at appropriate times to consider results in all subjects and make recommendations for appropriate further action.

2. **Purpose**

The purpose of this policy is to ensure that:

- student progress is reviewed objectively and consistently and appropriate recommendations are made; and
- assessment methods, as indicated by results, are applied consistently by all subject lecturers.

3. **Responsibility**

The Dean is responsible for compliance with this procedure.

4. **Guidelines**

4.1 **Membership**

The Board of Examiners comprises the Dean, the Manager of Study Programs and subject chairs for all NCPS higher education programs. The Board makes decisions and recommendations based on the combined expertise of the group, pursuant to College policies.

4.2 **Meetings**

The Board of Examiners meets after the conclusion of each trimester on each occasion following: 1) the marking of all examinations and final assessments that result from regular exams; and, 2) after the marking of all deferred/supplementary examinations.

4.3 **Purpose of the Meetings**

The purpose of the Board’s meetings is to:

- review assessment methods and trends and make recommendations;
- review the progress of all students, particularly those previously identified as being “at risk”;
- examine results trends across all subjects and year levels;
- to review all Special Consideration applications received during trimester;
- to consider applications for Special Consideration which apply to an entire subject or an entire trimester’s work;
- award Conceded Passes if applicable; and
- make recommendations to the Academic Progress Panel in the case of failing students or on other relevant matters related to a student or students.

4.4 **Responsibilities of Manager of Study Programs and Professional Educator – Student Academic Support**

It is the responsibility of the Manager of Study Programs and the Professional Educator – Student Academic Support to:

- compile all results in readiness for the meetings;
- compile and prepare all necessary documentation for the meetings;
• identify students whose cases need to be considered at the meetings;
• implement recommendations and disseminate information regarding recommendations; and
• notify students of Board decisions and further action required.

5. Procedures

5.1 The Board of Examiners meets after the conclusion of each trimester on each occasion following: 1) the marking of all examinations and final assessments that result from regular exams; and, 2) after the marking of all deferred/supplementary examinations.

5.2 The Board is presented with all necessary documentation regarding results trends, Fails, and Special Consideration Requests.

5.3 The Board considers all agenda items and makes appropriate decisions and recommendations.

5.4 The recommendations are implemented and decisions communicated to students and other appropriate parties.

6. Authority

Authorised by the Principal and General Manager

7. Approval

Approved by the Academic Council on 21 July 2011

8. Amendments

<table>
<thead>
<tr>
<th>Date</th>
<th>Modified by</th>
<th>Sections amended/added</th>
<th>Approved by Academic Council (if required)</th>
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<tbody>
<tr>
<td>10/12/07</td>
<td>Christine Ashton</td>
<td>All references to semesters replaced with trimesters.</td>
<td>Minor change</td>
</tr>
<tr>
<td>22/05/09</td>
<td>Jodie Reeve</td>
<td>Logo changed and authority changed from program director to gm</td>
<td>Minor change</td>
</tr>
<tr>
<td>10/11/09</td>
<td>Christine Ashton</td>
<td>Change of logo and name</td>
<td>Minor change</td>
</tr>
<tr>
<td>20/07/11</td>
<td>Christopher Snedden</td>
<td>Update re terminology and Academic Progress Panel</td>
<td>Minor change</td>
</tr>
<tr>
<td>11/01/13</td>
<td>Matthew Thurgood</td>
<td>Changes of title: Dean/Head of College to Dean; Academic Review Panel to Academic Progress Panel; General Manager to Principal and General Manager</td>
<td>Not required</td>
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