

5.6.9 Board of Examiners

Operating Policy and Procedures

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 of Studies is responsible for compliance with this procedure.

4. **Guidelines**

4.1 **Membership**

The Board of Examiners comprises the Dean of Studies, the Higher Education Registrar and subject lecturers for all College 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 meet three times a year, following the marking of all examinations and final assessments at the conclusion of each trimester.

4.3 **Purpose of the Meetings**

The purpose of the Board 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;
- 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 Review Panel in the case of failing students.

4.4 **Responsibilities of Higher Education Registrar and Student Administration Officer**

It is the responsibility of the Student Administration Officer and Higher Education Registrar to:

- identify students whose cases need to be considered at the meetings;
- to compile all results in readiness for the meetings;
- compile and prepare all necessary documentation for 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 is convened following final assessments at the end of each trimester and after results are submitted to Student Administration by lecturing staff.

5.2

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

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 General Manager (Public Safety)

7. **Approval**

Approved by the Higher Education Board on 27 February 2004

(refer also to Policies 5.6.2 *Academic Review Panel*; 5.6.4 *Special Consideration*; 5.6.5 *Conceded Passes*; 5.6.8 *Students at Risk*; and 5.4.21 *Results*)

8. **Amendments**

Date	Modified by	Sections amended/added	Approved by HEB (if required)
10/12/07	Christine Ashton	All references to semesters replaced with trimesters.	Minor change
22/05/09	Jodie Reeve	Logo changed and authority changed from program director to gm	Minor change
10/11/09	Christine Ashton	Change of logo and name	Minor change