

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/Head of College is responsible for compliance with this procedure.

4. Guidelines

4.1 Membership

The Board of Examiners comprises the Dean/Head of College, 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 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 Review 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 Student Administration Officer

It is the responsibility of the Manager of Study Programs and the Professional Educator - Academic Learning Skills 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, 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 Dean/Head of College

7. Approval

Approved by the Academic Council on 21 July 2011

(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 AC
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
20/07/11	Christopher Snedden	Update re terminology and Academic Review Panel	Minor change