



CHRISTIAN HERITAGE COLLEGE

## **POLICY: Internal Moderation of Unit Exit Results**

<b>Policy Group(s):</b>	Group H: Quality and Risk Management – 1: Students (Ref: H1/0586.1-1109)		
<b>Related Policy:</b>	Boards of Studies Record of Meetings Evaluation and Assessment Grievance Policy and Procedures for Domestic Students – Academic Grievances Grievance Policy for Overseas Students		
<b>Commencement Date:</b>	May 1986	<b>Review Date:</b>	November 2014

### **POLICY STATEMENT**

#### **Intent:**

The role of School Examiners' Meetings is to moderate and ratify the unit exit results recommended by academic staff to be awarded at the end of each academic semester. The intent of this policy is to provide guidelines for the work of the Examiners' Meetings.

#### **Scope:**

The Examiners' Meeting of each School of Christian Heritage College (CHC).

*Restrictions:* Nil

*Exclusions:* Nil

#### **Objectives:**

1. To provide guidelines for the work of School Examiners' Meetings, including discussion of issues and the decisions which proceed from them.
2. To ensure the transparency of the processes which pertain to Examiners' Meetings.

#### **Policy Provisions:**

##### **1. General**

- 1.1 The Board of Studies of each CHC School will act as the Examiners' Meeting of that School.
- 1.2 The task of Examiners' Meetings is to ratify the unit exit results recommended by academic staff.
- 1.3 If more than one academic staff member is engaged in the teaching of a unit, the Dean will designate a Unit Coordinator with responsibility to ensure the comparability of unit exit results prior to their entering on the CHC Results Database.
- 1.4 If a unit is offered in multiple modes, with various lecturers responsible for different modes, the senior permanent lecturer will normally be designated as the Unit Coordinator with responsibility to ensure the comparability of exit results across the modes prior to

their entering on the CHC Results Database.

- 1.5 If a sessional staff member is the sole staff member responsible for the exit grades of a unit and is unable to attend the Examiners' Meeting, they should provide the meeting with a brief written report justifying any perceived anomalies in grade distributions.
- 1.6 The Registrar's Office will provide a Matrix of Results to each Examiner's Meeting.
- 1.7 Wherever possible, the Examiners' Meeting for the School of Christian Studies is to be held first in order to ratify the unit exit results of the core units of other courses.
- 1.8 The Dean of the relevant School, as Chief Examiner, has the responsibility for determining the final exit result.

## **2. Regularity of Meeting**

- 2.1 The Examiners' Meeting will meet at the end of each academic semester.
- 2.2 The Examiners' Meeting will be held within two weeks following the official end of the academic semester.
- 2.3 Proposed dates for the Examiners' Meetings will be submitted to the Registrar's Office for coordination purposes.

## **3. Record of Meeting**

- 3.1 The Dean will appoint a member of the Examiners' Meeting to perform the duties of Secretary. The role of Secretary will generally be performed by the School Administration Officer.
- 3.2 In Schools which, due to their size, do not have an Administration Officer, the role of Secretary will be filled by a member of academic staff chosen by the Dean in negotiation with the staff.

## **4. Process of Meeting**

- 4.1 The Secretary will keep minutes regarding discussions and outcomes of the Examiners' Meeting.
- 4.2 The record of the meeting will include aspects such as:
  - 4.2.1 the distribution of exit results;
  - 4.2.2 examples of exit result distribution which may be considered 'abnormal';
  - 4.2.3 comparability of exit results across an individual student's profile; and
  - 4.2.4 comparability of exit results across student cohorts.
- 4.3 The minutes of the Examiners' Meeting will be made available to the members of the Examiners' Meeting and other relevant staff via the CHC staff intranet.

## **5. Dispute Resolution**

- 5.1 In the event of a disagreement regarding the exit result for a unit, the Dean will make the final decision.

## **6. Reporting of Outcomes**

- 6.1 As part of the Boards of Studies' reports to the Academic Board, Deans will report on the outcomes of the Examiners' Meeting.
- 6.2 The outcomes of the Examiners' Meetings are included in the School Annual Report to the Academic Board.

## Supporting Procedures and Guidelines:

### 1. Moderating Exit Results Within a Unit

- 1.1 The Unit Coordinator will gather the proposed unit exit results from each academic staff member involved in the teaching of the unit within a time frame which permits the moderation of their results and their entering into the CHC Results Database.
- 1.2 The Unit Coordinator will periodically during the unit sample the results awarded by academic staff to students' assessment items.
- 1.3 The Unit Coordinator will compare students' proposed unit exit results against their assessment profile for the unit.

### 2. Process of Meeting

- 2.1 The Examiners' Meeting will consider the unit exit results proposed by academic staff. This may be done in different ways: for example, by year level or alphabetically by unit. Each Examiners' Meeting may determine its own method of consideration.
- 2.2 In considering the unit exit results recommended by academic staff, the Examiners' Meeting will take into account aspects such as the following:
  - 2.2.1 the distribution of unit exit results;
  - 2.2.2 examples of grade distributions which may be considered 'abnormal';
  - 2.2.3 comparability of results across an individual student's profile;
  - 2.2.4 comparability of results across student cohorts.

### 3. Outcomes of Meeting

- 3.1 Following its consideration of the proposed unit exit results, the Examiners' Meeting will accept the results or recommend changes to them.
  - 3.1.1 If the majority of the members of the Examiners' Meeting accepts the proposed unit exit results, they are considered to be ratified;
  - 3.1.2 Alternatively, the Examiners' Meeting may recommend changes to the proposed unit results. In most instances, this would be due to an abnormal distribution of results. If a majority of the members accepts the proposed changes, the revised unit exit results are considered to be ratified.
- 3.2 Following the Examiners' Meeting, the ratified unit exit results are submitted to the Registrar's Office for release to students via the 'Statement of Results' which are emailed to students at their CHC student email address.

### 4. Reporting and Accountability

- 4.1 The outcomes of the Examiners' Meeting are to be included in the next School quarterly report to the Academic Board.
- 4.2 The outcomes of the Examiners' Meetings are also included in the School Annual Report to the Academic Board. The Annual Report will include:
  - 4.2.1 the distribution of results; and
  - 4.2.2 examples of grade distributions which may be considered 'abnormal'.

## POLICY FURTHER INFORMATION

Relevant Commonwealth/  
State Legislation

## ACCOUNTABILITIES

<b>Implementation:</b>	Deans of each School
<b>Compliance:</b>	Academic Board
<b>Monitoring and Evaluation:</b>	Academic Board
<b>Development/Review:</b>	Policy Committee
<b>Approval Authority:</b>	CHC Executive
<b>Interpretation and Advice:</b>	Registrar's Office

## WHO SHOULD KNOW THIS POLICY?

All academic staff  
Registrar's Office

## EFFECTIVENESS OF THIS POLICY

**Performance Indicators:**

- Infrequent changes to ratified unit exit results (not limited to student appeals on academic or other grounds)

**Other:**

**Definitions and Acronyms:** CHC – Christian Heritage College

## APPROVAL – section maintained by the Registrar

Reference No.	Approved	Date	Committee/Board	Resolution No. / Minute Ref.
H1/0586.1	Yes	May 1986	Committee of Deans	N/A

## REVISION HISTORY – section maintained by the Registrar

Revision Reference No.	Approved/Rescinded	Date	Committee/Board	Resolution No. / Minute Ref.
0209	Approved	18/02/2009	Academic Board	4.4
1109	Approved	19/11/2009	Academic Board	4.2