

TERMS OF REFERENCE

ASSESSMENT SUBCOMMITTEE	
Reporting To	Teaching and Learning Committee
Contact	Ms Helen Morahan, Senior Manager, Student Administration (3365 3207)
Date Last Amended	April 2010
Dates Previously Amended	15.9.97; 25.3.98; 22.3.00; 26.3.01; 16.9.02; 24.2.03; 23.2.04; 8.11.2004; 26.06.2008, 01/2009
Date for Next Review	
Sub-Committees	
File Number	A8447
<p>Terms of Reference</p> <p>The role of the Assessment Subcommittee is to make investigations and advise the Academic Board, through the Teaching and Learning Committee, in relation to any matter associated with the conduct of assessment. In this role, the Assessment Subcommittee will –</p> <ul style="list-style-type: none"> ○ Review, monitor and promote quality assurance in assessment and report to the Academic Board through the Teaching and Learning Committee; ○ Advise the Academic Board, through Teaching and Learning Committee, on policies designed to enhance the quality, effectiveness and efficiency of assessment; and ○ Determine any matter arising in connection with, or incidental to, assessment where there is no other officer or body of the University as required or authorised by Statute or by the Assessment Rules or any other rules to determine it. 	
<p>Composition</p> <p>Ex Officio</p> <ul style="list-style-type: none"> ▪ President, Academic Board or nominee (Chair) ▪ Deputy President, Academic Board ▪ Academic Registrar or nominee <p>Observer</p> <ul style="list-style-type: none"> ▪ Deputy President, Academic Board <p>Other Members</p> <ul style="list-style-type: none"> ▪ Two (2) faculty Associate Deans (Academic), at least one of whom is a member of the Teaching and Learning Committee, appointed by the Chair of the Assessment Subcommittee ▪ Director of TEDI or nominee ▪ One (1) undergraduate student representative nominated by the University of Queensland Union ▪ One (1) postgraduate student representative nominated by the Postgraduate Students Committee of the University of Queensland Union ▪ Up to three (3) members of academic staff with specialist assessment expertise, appointed by the Chair of the Assessment Subcommittee. 	
<p>Administrative Arrangements</p> <p>The term of the Associate Deans (Academic) is two (2) years.</p> <p>The Senior Manager, Student Administration provides secretarial services and is assisted by the Manager, Examinations Section.</p>	
Quorum	5
Notes	