

Assessment Review Committee

Purpose

1. The Assessment Review Committee (ARC) endorses lists of graduands for completion/graduation, following advice from the relevant Program Director that all graduands in the relevant period have met all course requirements and are eligible to complete and graduate.
2. The ARC also considers the case of any student who has twice failed an assessment and makes determinations as to what remedial action may be required before the student is eligible to transfer or re-sit.
3. The ARC additionally:
 - a) Considers the case of any student who may have technically abandoned the course and determines what conditions will be set upon re-enrolment, including whether the full tuition fees will need to be paid again;
 - b) Determines applications for recognition of prior learning on appeal from a decision of a Program Director.
 - c) Hears appeals against the decisions of Program Directors not dealt with by other subcommittees in cases involving complaints or disputes.

Terms of Reference

4. In considering the case of any student who has failed an assessment twice and determining what remedial action may be required before the student is eligible to transfer re-sit, the ARC will have regard to:
 - a) The circumstances of the failure;
 - b) The personal circumstances of the student;
 - c) The apparent willingness of the student to complete the course;
 - d) The student's performance in other subjects;
 - e) The views of the student's lecturer; and
 - f) The manner in which similar applications have been determined.
5. In considering the case of any student who may have technically abandoned the course and determining what conditions will be set upon re-enrolment, the ARC will have regard to:
 - a) The personal circumstances of the student;
 - b) The apparent willingness of the student to complete the course;
 - c) The student's performance prior to abandonment;
 - d) The amount of time passed between abandonment and re-application;
 - e) The views of the student's lecturer;
 - f) What the student has been doing in the interim;
 - g) Any changes to law or practice which might impact on credit for subjects completed;
 - h) The manner in which similar applications have been determined.
6. The normal rule is that a student resuming after abandonment or exclusion will have to pay the tuition fee for any outstanding subjects. The ARC may waive all fees, including the transfer fee, if it regards the personal circumstances of a student to be extraordinarily compelling and deserving, and can be distinguished from cases where the fees were charged.
7. In considering an appeal against the decision of Program Director in relation to recognition of prior learning, the ARC will have regard to:
 - a) Whether the subject is prescribed under any professional accredited course standards;
 - b) The state or territory where the subject was completed;
 - c) The time elapsed between the completion of the subject and the application; and
 - d) Any other relevant matter.

The ARC may:

- a) Accept or reject a student's application; or
 - b) Accept the student's application on such conditions, including any relating to the fees payable for the Program, as it considers appropriate.
8. In considering an appeal against the decision of a Program Director not dealt with by other subcommittees in a complaint or dispute, the ARC will have regard to:
 - a) The policies, guidelines and Assessment Rules;

- b) The relevant exam script or recording, marking sheet, markers' guide or other assessment materials;
 - c) The version of events presented orally or in writing by the student; and
 - d) The response to the student's version of events as presented orally or in writing by the relevant lecturer or Program Director.
9. In accordance with policy, guidelines and Assessment Rules, the ARC will try to resolve the complaint or dispute acting in the role of mediator, observing the principles of natural justice, and will always try to resolve the complaint or dispute as soon as practicable while ensuring the interests of all parties are respected.

Membership

10. The ARC is constituted by the following members:
- a) An Executive Director of a PLT Program nominated by the Chief Academic Officer (Chair);
 - b) Director of Academic Quality; and
 - c) Three senior members of academic staff appointed by the Chief Academic Officer for a two year term, which may be renewed.
11. The Academic Secretary is a standing attendee and will act as Secretary to the ARC.
12. The ARC may invite such other persons (course lecturers, external experts, executive staff, etc) to attend its meetings or to provide advice or information as it deems necessary.

Quorum

13. The Chair and three other members of the ARC members are required for a quorum.

Meetings

14. The ARC will meet as often as the Chair deems necessary in order to undertake and fulfil its role effectively. The ARC will meet at least annually.
15. The ARC should review its terms of reference and the Assessment Rules biennially to provide assurance that it remains consistent with the Academic Board's objectives and responsibilities.

Written decisions

16. A written decision following consideration of the case of any student will be provided by the Secretary to the Chair for review within 7 days of the meeting and circulated to ARC members within 14 days of the meeting.
17. The case of any student referred to the ARC (and relevant documents) are to be recorded in the Support for Students Register.

Minutes

18. When the ARC meets other than to consider the case of a student, minutes of each of those meetings will be provided by the Secretary to the Chair for review within 7 days of the meeting and circulated to CAC members within 14 days of the meeting.

Circular resolutions

19. Out-of-session decisions may be required for matters outside of regular meetings. In such circumstances, the Chair may request members to deliberate on matters via circular resolution.

Confidentiality

20. ARC members must keep confidential all information pertaining to matters dealt with by the ARC. This includes reports and associated documents, and information contained in those documents. The obligation to maintain confidentiality continues to apply even after a person has left the ARC.

Retention of records

21. Meeting notes and other relevant documents will be retained in accordance with any regulatory requirements.