

1. The Faculty Assessment Board is a governance committee established by the Academic Board under the [on 5 May 2008 \(Meeting No. 08/S2\)](#). Each Faculty shall have a Faculty Assessment Board. The Faculty Assessment Board is a sub-committee of the Faculty Board.
2. The Faculty Assessment Board works within the University's regulations, policies, procedures and guidelines to provide quality assurance for the evaluation and approval of final marks , grades and other assessment activities of coursework courses within the Faculty.
3. The Faculty Assessment Board is authorised to perform activities within the scope of responsibilities set out in this Charter and to make appropriate recommendations to the Faculty Board, Academic Quality and Standards Committee and the Academic Board (via the Faculty Board or Academic Quality and Standards Committee).
4. The Academic Board authorises the Faculty Assessment Board, within the scope of its role and responsibilities, to:
  - a. establish working groups to assist the Faculty Assessment Board in the exercise of its duties (the Faculty Board are to be notified when a working group is established);
  - b. request the attendance of any UC employee or officer of a controlled entity at Faculty Assessment Board meetings;
  - c. obtain any information it needs from any employee or external party (subject to their legal obligation to protect information); and
  - d. exercise such other functions as may be necessary to enable it to exercise the responsibilities specified in this Charter.
5. The primary responsibilities of a Faculty Assessment Board is to:
  - a. Provide quality assurance to the assessment process for undergraduate and postgraduate coursework courses, ensuring that anomalies in unit pass and fail rates are addressed;
  - b. ensure assessment, moderation, unit marks and grade allocation are undertaken in a timely fashion;
  - c. approve final marks and grades and authorise the release of final grades;
  - d. prepare annual quality assurance reports on relevant grade distribution summaries including:
    - i. student progression and achievement,
    - ii. performance at the unit and course level,
    - iii. reviewing the effectiveness of assessment practice within the Faculty;

- e. review the quality of assessment tasks;
- f. consider and approve matters arising from Summary Inquiries as per the Student Conduct Rules;
- g. advise on matters referred to it by the Faculty Board, Curriculum Committee, Academic Quality and Standards Committee or the Academic Board.

6. The Faculty Assessment Board shall comprise the following members:

- a. Associate Dean (Education) of the Faculty, who will act as Chair;
- b. Executive Dean of the Faculty;
- c. Heads of Schools, or equivalent;
- d. Directors of Institutes



26. Once made, whether unanimously or by a majority, a decision shall be collective and communicated as a decision of the Committee.

27. The Faculty Assessment Board will assess its performance annually with respect to the Faculty Assessment Board's purpose and functions.

28. The Academic Board will review the Faculty Assessment Board Charter on a biennial basis.

0.1	24/11/2021	C Venning	Approved Charter
0.2	6/12/2023	M Muskat	Biennial revision, to be approved by AQSC2023/4 on 10 August 2023