



Examinations Committee

Terms of Reference

1. Introduction

Western Sydney University International College (WSUIC) Examinations Committee considers and approves final grades before release.

2. Purpose and Role

- (a) Consider the distribution of grades for each course and determine outcomes.
- (b) Confirm that effective moderation of grades has been undertaken.
- (c) Approve final grades.

3. Membership

- (a) Membership of the Examinations Committee consists of staff members by virtue of their position (ex-officio), who remain a member for the duration of their employment in that position.
- (b) The membership consists of:
 - i. the WSUIC Academic Director (Chair);
 - ii. the Associate Director, Academic Pathway Programs, Western Sydney University The College;
 - iii. all WSUIC Course and Program Convenors; and
 - iv. the Manager of Quality and Student Administration (Secretariat).

4. Meetings

- (a) Meetings are held three (3) times a year to coincide with the approval of grades each term.
- (b) The quorum for the committee will be not less than three members and must include the Chair.

5. Secretariat

- (a) The Chair of the Examinations Committee is responsible for sending out agendas and associated information for the meeting.
- (b) The Secretary prepares draft minutes and sends these to the Committee members for review and feedback within 5 days of a meeting.



- (c) After incorporating feedback from Committee members, the Chair sends out confirmed minutes to Committee members and the Academic Board.

6. Review of Terms of Reference

- (a) Examinations Committee Terms of Reference are established by the Board of Directors.
 (b) The Terms of Reference will be reviewed every two years.

7. Related Documents

- **TOR 03 WSUIC Terms of Reference – Academic Board**
- **TOR 05 WSUIC Terms of Reference – Academic Quality Committee**

Amendment History

Approval Authority:	Western Sydney University International College
Policy Owners:	College Director and Principal
Effective Date:	10 June 2016
Date for Next Review:	22 nd August 2025
Review Period:	2 years

Revision Date	Version	Summary of changes
10/06/2016	1.0	New TORs Developed and Implemented
14/10/2019	1.1	Amendment to Membership
07/06.2023	1.2	Deletion of Clause 4 (d) in relation to Special Consideration Requests
22/08/2023	2.0	Addition of Clause 2(b) under Purpose and Role for moderation process Update to Membership to avoid repetition Update to Clause 6 for accountability of Review of Terms of Reference