

# **South West College**

## **Academic & Quality Standards Committee**

### **1. Introduction and Principles**

1.1 The following outlines the constitution and Terms of Reference for the Academic and Quality Standards Committee (AQSC) of South West College as well as the responsibilities of those staff who are members of that committee and its sub-committees (Appendix 3, 4, 5).

1.2 Membership and Terms of Reference for the Academic and Quality Standards Committee, must be agreed by Higher Education Academic Board (HEAB) on an annual basis ideally at the start of the academic year. Membership confirmation forwarded to the Open University MRAQCP who ratify awards at agreed points i.e. start of the academic year.

1.3 The AQSC is responsible for the operation of the decision-making process relating to marks, progression, and awards. It will also determine the progression and subsequent ratification of awards to students (Open University Handbook for Validated Awards F6, pg. 94). Decisions of AQSC in respect of assessment results and the conferment of awards constitute recommendations to the Chair of the Higher Education Academic Board.

1.4 The AQSC will also make judgments on student performance within its respective terms of reference. It will minute the basis on which decisions are made and record these on the Student Record System located on Canvas.

### **2. Authority of Academic & Quality Standards Committee**

2.1 The HEAB has delegated to AQSC, acting on its behalf and within their Terms of Reference, the ratification of awards to students, subject to awarding body regulations e.g. Open University Handbook for Validated Awards F6, pg. 94.

2.2 Ensure that the academic standards around assessment have been followed and are in accordance with the Open University (and if applicable any professional, statutory or regulatory body) regulations for the validated programme of study. This also includes the scheduling of Examinations and subsequent Progress and Exam Boards (appendix 3).

2.3 Recommend the conferment of Open University awards upon students to the HEAB on the basis that the student has 'fulfilled the objectives of the approved programme of study and achieved the standard required for the award' (Open University Framework for Validated Awards).

2.4 Receive assessment marks and any adjustments to assessment from the Course Team.

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2.5 Receive arrangements for reassessment from the Course Team that AQSC can choose to uphold once it has made failure decisions and determined retrieval rights.

2.6 Confirm that the appropriate quality assurance mechanisms underpin assessment practices and the qualification processes.

2.7 Confirm there is confidence that the student cohorts have met threshold academic standards for eligibility of the award.

2.8 Uphold the confidentiality of the proceedings and ensure all confidential papers are received by the Quality & Performance Officer with responsibility for Higher Education.

2.9 Have overall responsibility for assessment which contributes to the recommendation of award, including confirming the arrangements for the approval and moderation of initial and resit assessment tasks in line with recommendations (where applicable) from the Course Team.

2.10 Devolve oversight of extenuating/mitigating circumstances (Course Committee) and academic misconduct (Academic Investigating Panel).

### **3. Scope and Powers**

3.1 No body other than an AQSC has authority to recommend to the Chair of HEAB the outcome of assessment of an award, or to amend the decision of a properly constituted AQSC acting within its terms of reference and in accordance with the regulations for the programme of study.

3.2 The HEAB has the right and duty to monitor the proceedings of an AQSC. It may intervene to be assured of, or to ensure, the proper conduct of an AQSC either on its own initiative or at request by way of one of its Committees or Sub-Committees.

3.3 Additionally, the College has agreed that it should operate a system of independent observation to assure itself that AQSC operates properly and effectively within their terms of reference. As such, an independent observer, nominated by the Chair of HEAB is entitled to attend any AQSC. Such observers do not have the authority to participate in the ASQC's decision-making.

### **4. Confidentiality of Academic & Quality Standards Committee**

4.1 The deliberations of all AQSC are strictly confidential. All proceedings which relate to individual students are confidential to members of the AQSC.

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4.2 Marks or grades awarded for summative assessment tasks may be communicated to students as part of assessment feedback process. However, it must be stipulated that such marks or grades are provisional and subject to ratification by the AQSC.

4.3 **Under no circumstances** may module results, progression decisions, or award classifications be communicated to students until they have been formally agreed by the AQSC.

### **5. Impartiality of Academic & Quality Standards Committee**

5.1 The deliberations of all AQSC will take place with due regard to the principles of transparency, independence, equity, and impartiality. AQSC will ensure there is no conflict of interest during proceedings that might compromise these principles.

5.2 Members of AQSC are required to inform the Chair of any personal interest, involvement or relationship with a student being considered. This should normally take place in advance of the meeting.

5.3 Any person, who may or may not be a member of the AQSC, with responsibility for assessing student work, who has a potential conflict of interest must declare that interest to the Chair AQSC. In such circumstances, that person should not be the sole examiner for the student concerned on any individual module.

5.4 In addition to those declared in advance, the Chair should ask members present at a meeting of an AQSC for expressions of personal interest which may impair the impartiality of any judgements made by the Committee.

5.5 If a member of the AQSC is aware of any potential conflict of interest, this must be declared and recorded in the minutes of the meeting. Unless prior dispensation has been given by the Chair, the member will leave the meeting when the individual case is being considered. In instances where the member concerned is permitted to remain in attendance during consideration of the student(s) concerned, the person involved shall not take part in any discussion or decisions pertaining to the issues or student(s) concerned. This process will be recorded in the minutes.

5.6 In instances where AQSC are asked to consider outcomes from other regulatory processes (e.g. academic misconduct, fitness to practice), due regard will be given to the impartiality of the Chair and Members of the Committee. If the Chair has had any previous formal involvement in a case to be considered by an AQSC, they will declare an interest and hand the Chair over to an appropriate senior colleague for the duration of the relevant discussion. Similarly, if any Member of AQSC has had formal involvement in a case to be considered, they will declare an interest and must not take part in the discussions and decision-making process. The minutes of the AQSC should record all such declarations and actions.

5.7 If a member of staff is a student on a module/programme being considered by the AQSC, they will not be involved in the Board in any capacity.

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### **6. Internal System of Assessment Boards with South West College**

6.1 The College operates a two-tier system to determine the outcome of student assessment. This system is conducted sequentially through Progress Boards and the Academic & Quality Standards Committee.

Progress Boards determine the marks for each individual module a student has studied and consider matters relating to failure and reassessment. AQSC receive marks from the relevant Progress Board and determine progression and awards upon completion of the modules relating to a particular stage of study. AQSC will apply compensation where appropriate and determine whether a student may be offered the opportunity to repeat or restudy modules.

### **7. Scheduling and Frequency**

7.1 Progress Boards meet once a year – Jan/Feb of each year. AQSC will meet as required, normally on two occasions during an academic year (June / Sept), though, where appropriate, more meetings can be permitted.

The first occasion (June) will consider first-sit student performance and is referred to as the first point of consideration. The second occasion (August/Sept) will deal with matters relating to second-sit performance and, where necessary, deferred assessment. This is known as the second point of consideration.

7.2 The timing of AQSC will be determined by the Chair but will usually be scheduled in such a way as to best facilitate student progression and achievement.

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### **Academic and Quality Standards Committee: Terms of Reference**

#### **8. Establishment, Purpose, and Scope of AQSC**

8.1 The AQSC is responsible, on behalf of HEAB, for considering student performance on individual modules comprising a programme of study and ratifying the assessment results for those modules in accordance with the appropriate Assessment Regulations. The AQSC will forward these results to the relevant Awarding Body for conferment.

8.2 In determining results, the AQSC will pay due regard to the maintenance of academic standards and the fairness and consistency of the assessment process.

8.3 The AQSC has the authority to change the marks/grades of individual students or groups of students. Any such changes must be undertaken in reference to the cohort as a whole and with due regard for the equity of the assessment process. All changes must be agreed by the Programme External Examiner.

8.4 The AQSC is not vested with the power to confer awards to students. Rather, it is charged with monitoring the academic standards and performance data of the modules within its remit. As such, AQSC, in exceptional circumstances, has the authority to suspend consideration of a module and instigate an investigation into the validity of the results if it believes a course management issue has arisen and the application of the Regulations would be unjust to a student or students.

8.5 The AQSC may delegate the tasks defined within its terms of reference to the Chair, individual members, or sub-groups. All such delegations must have clear justification and be recorded in the minutes. Any actions taken on behalf of the Committee shall be reported at its next meeting.

#### **9. Constitution and Membership of the Academic and Quality Standards Committee**

9.1 AQSC will normally have the following membership:

- Chair: Quality and Performance Manager
- Exams Co-ordinator
- MIS Manager
- Secretary: Quality & Performance Officer Higher Education
- Course Committee consisting of Course Director and Module Tutor(s)
- External Examiners(s)
- Open University Senior Quality Representative

The following have the right to attend an Examination Committee:

- Chair of Academic Board, or nominee
- Independent observer

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9.2 If an External Examiner is not able to attend the meeting of the Committee, (s)he must be consulted. All decisions taken by the AQSC remain provisional until confirmed by the appropriate External Examiner(s).

9.3 No student may be a member of AQSC or otherwise attend a meeting of AQSC. Members of staff who are students on the module(s) under consideration by the Committee are considered as students in this context.

9.4 There will be no formal numerical quorum established for meetings of an Examination Committee. Quoracy shall be determined by the Chair. Quorum will not be established without the presence of the Chair.

### **10. Meetings of the Academic and Standards Committee**

10.1 All meetings of the AQSC will be chaired by the Quality & Performance Manager or the Quality Officer HE.

10.2 The AQSC will meet as required, normally on two occasions during an academic year, though, where appropriate, more meetings of the Board is permitted.

10.3 Meetings of the AQSC will be scheduled to best facilitate student progression and achievement and to ensure that all marks/grades and decisions regarding reassessment are available for the associated Board of Examiners.

### **11. Functions of an Academic and Quality Standards Committee**

11.1 To receive the minutes of the previous meeting of the Committee and note any business undertaken by Chair's action.

11.2 To ensure all decisions made about individual students are taken with due regard for the principles of equity, impartiality, and consistency.

11.3 To ensure all decisions made by the Committee are taken in accordance with the appropriate Assessment Regulations.

11.4 To determine and ratify the marks for the assessment and reassessment of individual students registered on modules considered by the Board, taking into account any Mitigating Circumstances which have been approved or are otherwise pending approval.

11.5 To determine the reassessment arrangements in respect of students who have not satisfied the criteria to pass a module considered by the Board and notify the relevant Board of Examiners(s) of such arrangements and/or the outcomes of those arrangements.

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11.6 To monitor student performance in relation to module marks and statistics and confirm that the standards achieved in the modules under consideration are being maintained and are consistent with comparable standards in the sector.

11.7 To identify any anomalies in student performance or other cause for concern which may indicate a course management issue has arisen that could lead to an injustice being transacted in the Board's decision-making and/or the application of the Assessment Regulations. In such cases, the ratification of results for the module(s) concerned should be deferred and the matter investigated.

11.8 To implement the appropriate penalty in the event of it being established that a student has breached the Regulations Relating to Academic Misconduct.

11.9 To act in accordance with the outcome of any appeals, made through the College Academic Appeals Procedures, which have been upheld.

11.10 To agree what actions shall be delegated to the Chair, nominee, or sub-group, of the Board and to confirm that all such actions will be reported to the Board at its next meeting.

11.11 To meet any additional expectations required by Professional, Statutory and Regulatory Bodies (PSRBs) or other such external bodies.

### **12. Operational and Procedural Matters**

12.1 Decisions about student performance on each module will be taken on the basis of the evidence before it from the outcomes of assessments only, without reference any other evidence submitted by the student or members of the Committee.

12.2 When making decisions about individual student performance, the Committee will normally only discuss those students who have failed to satisfy the requirements of the assessments.

12.3 An individual student who has approved Mitigating Circumstances in a particular module, or who is awaiting the outcome of an application that is pending, will be flagged on the relevant module report(s) considered by the Committee. However, the details of the circumstances will not be made available to the Committee.

12.4 The AQSC will thus confirm in respect of each student on each module within its remit:

- i. The ratified mark that will be entered into the Student Information System and which will appear on the student's transcript.
- ii. The student has passed, failed, or is eligible to be reassessed in the module under consideration; or consideration of outcomes for the module(s) in question is deferred.

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### 13. Delegated Authority (Chair's Action)

An Examination Committee may delegate its responsibilities to the respective Chair in relation to recommendations concerning an individual student, or groups of students, subject to the approval of the relevant external examiner(s). Delegated responsibility should only be exercised in exceptional cases, for example:

- i. To correct errors and/or omissions in the assessment marks and/or module results presented to an Assessment Board.
- ii. To approve changes to a student's assessment marks and/or module results following assessment review.
- iii. To instigate investigations to ensure students are considered justly and consistently.
- iv. To recommend conferment of an award in light of the above.
- v. To consider module results and/or the conferment of an award for a very small number of students where it is not practical to reconvene an Examination Committee.

### 14. Responsibilities of Members of the Academic & Quality Standards Committee

14.1 The Chair of the AQSC is responsible for:

- i. Proposing and determining the quoracy of the Committee.
- ii. Ensuring the proper conduct of the Board and that it operates within its approved terms of reference.
- iii. Ensuring all discussions undertaken by the Committee are confidential.
- iv. Ensuring all decisions taken by the Committee are impartial and there is no conflict of interest during the assessment process that might compromise the impartiality of the Committee.
- v. Ensuring students receive fair and equitable treatment from the Committee and that decisions are taken on the basis of the evidence before it.
- vi. Ensuring the data considered by the Committee is complete and accurate.
- vii. Ensuring the Committee is conducted in accordance with the appropriate Assessment Regulations.
- viii. Ensuring an agreed decision is reached for each student on each module within the Committee's remit and that this decision and any attendant requirements are communicated to the student.
- ix. Ensuring that the comments of the External Examiner(s) are reported. Where External Examiners are unable to attend the meeting and written comments are unavailable, the Chair will make it clear that all decisions of the Committee remain provisional pending receipt of such comments and will confirm the arrangements for securing them.
- x. Where necessary, instigating investigations into errors due to programme management.
- xi. Confirming that the minutes are a full and accurate record of the Board's decision-making, and that any conflicts of interest and all delegated actions are properly detailed.
- xii. Ensuring all delegated actions are completed within the appropriate timeframe.

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14.2 The Secretary to ASQC is responsible for:

- i. prior to the Meeting of the Board:
  - a. Scheduling the meeting of AQSC and notifying members of the date, time, and venue.
  - b. Liaising with the relevant Course Director (s) to ensure that all necessary information and documentation required by the Committee is available and accurate.
  - c. Producing and circulating an agenda detailing the proceedings of the Committee
  
- ii. During the Meeting of AQSC:
  - a. Ensuring all papers, documents, and information required to inform the Committee's decision-making are available to members.
  - b. Minuting the meeting in such a way that all decisions are unambiguously and fully recorded, particularly in instances where the Committee had exercised discretion in its decision-making or in cases where a conflict of interest has been declared.
  
- iii. Following the Meeting of AQSC:
  - a. Ensuring the minutes are checked and approved by the Chair.
  - b. Assisting the Chair in the tracking and execution of any delegated actions.
  - c. Ensuring the decisions of AQSC are entered in the Student Information System.
  - d. Ensuring the approved minutes of the meeting are stored securely.

14.3 Members of the Academic & Quality Standards Committee are responsible for:

- i. Attending all meetings of AQSC of which they are members. If, exceptionally, a member is unable to attend he/she will propose an appropriate substitute to the Chair.
- ii. Undertaking sufficient preparation in advance of scheduled meetings of the Committee so as to be able to properly contribute to the deliberations and decision-making of AQSC.
- iii. Being fully conversant with the relevant Assessment Regulations in operation at the Committee.
- iv. Submitting full and accurate marks to the Chair by the agreed deadline.
- v. Checking and confirming the information relating to the modules they will represent at the Committee by the agreed deadline.
- vi. Ensuring that appropriate arrangements are in place for students permitted to be reassessed on modules considered by the Committee.
- vii. Respecting the confidentiality of the Committee's proceedings.
- viii. Undertaking any actions delegated to them by the Committee by the agreed deadline.

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14.4 The External Examiner(s) is responsible for:

- i. Confirming that the assessment process is conducted in accordance with the appropriate Assessment Regulations and, where necessary, programme-specific regulations.
- ii. Confirming that all students have been assessed fairly in relation to the relevant module specification and that the students who have passed modules have fulfilled the relevant learning outcomes and reached the required standard.
- iii. Confirming that the range of marks awarded to students by internal assessors fairly reflects the standards of those students' performance, with due regard to standards on comparable modules delivered elsewhere in UK higher education.
- iv. Where necessary, offering guidance in respect to the instigation of the Irregular Results Procedure and, thereafter, contributing to the execution of those procedures.
- v. Presenting a verbal report at the end of the meeting of the Committee endorsing the decisions taken. This will form part of the official minutes.

14.5 Members of the Academic & Quality Standards Committee will expect:

- i. To be provided with complete and accurate information to support the Board's decision-making.
- ii. To be able to engage in open and honest discussions based on mutual respect and reciprocal appreciation of different professional roles, experience, and expertise.

14.6 The Open University representative will:

- I. Observe the conduct of the Board and provide guidance on the application of relevant policies. The representative will also prepare a checklist that will detail whether issues from previous meetings, such as those raised by external examiners are addressed, that assessments are moderated internally and externally in accordance with approved regulations, and that reasonable adjustments (where applicable) have been approved and applied.
- II. In line with Terms of Reference, the representative will also determine whether 'progression decisions and award recommendations have been reached in accordance with the University's requirements and normal practice in UK Higher Education. Specifically that:
- III. The External Examiners have reviewed a sample of work selected according to the Handbook for Validated Award requirements and any consequent adjustments to marking scales or marks of complete cohorts have been entered in the schedules to be considered (see also QAA Quality Code and Handbook for Validated Awards).
  - Classification bands were properly observed.
  - Students on borderlines were given appropriate consideration.
  - Arrangements have been made for who will deal with academic appeals.
  - The application of compensation procedures was consistent with agreed regulations.
  - Any pleas of mitigation entered by the due date have been considered in a fair and equitable manner and in accordance with approved regulations.
  - Consequences of academic misconduct and other breaches of assessment regulations are discussed and dealt with appropriately and fairly, applying the approved regulations.

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- Entitlements and arrangements for re-assessment have been confirmed.
  - The meeting was competent (and quorate) to conduct the business and was conducted in accordance with its Terms of Reference.
- IV. Broadsheets were available for each level within each award and the sheets were easy to read and understand; and additional data was provided to aid decision making where appropriate. The confidentiality of marks was secured (by collection of the broadsheets) and forwarded to the validating partner e.g. Queens University Belfast, Open University, Ulster University either via a secure file transfer, encoded password or portal. For the OU Exam board paperwork should be sent by secure file transfer at: <http://www.open.ac.uk/cicp/main/sites/www.open.ac.uk.cicp.main/files/files/ecms/web-content/2018-19-Guidance-to-Partners-on-Exam-Board-Documentation.pdf>

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## Academic & Quality Standards Committee

### AGENDA AND MINUTES

Agendas and minutes are important to guide and record the business of the Academic & Quality Standards Committee. The attached templates (appendix 1/2) can be adapted and used by Schools and Faculties. Minutes should clearly record the decisions in summary form by candidate number on the marks list.

It is important to record clearly in the minutes the candidates for whom supplementary information was considered (e.g. mitigating circumstances) and note the reason for the Committee's decision. If a student subsequently submits an academic appeal, the person dealing with the appeal may request to see the minutes of the Committee to clarify whether and how any mitigating circumstances were considered.

Each member of the Committee (including External Examiners) should receive notice of the meeting, well in advance, an agenda and, following the meeting of the AQSC, they should receive minutes, approved by the Chair as an accurate record. Non-members of AQSC may be included in the distribution of agendas and minutes, for information. However non-members must be of the College (SWC) or partner staff and must treat the minutes as confidential.

The report template for External Examiner reports relies on the External Examiners having the opportunity to comment on the individual modules and process during the Examination Board process. The report of the External Examiner and the AQSC minutes will be considered together as the assessment record of external input.

The records of AQSC include the following: the agenda, minutes, pass lists and student transcripts. The Chair and Secretary must ensure that these records are full, accurate and complete within a short period of time after the student's scripts and assessed work must be stored in accordance with the **College Retention Schedule**.

It is important, for reasons of version control, that there is only one record of the assessment process and that individuals delete assessment records from their own PCs after an AQSC has taken place. It is the responsibility of the Chair and Secretary to ensure that all actions as a result of the Board are followed up and completed. **Care should be taken not to advise students using unratified marks.** Schools should receive signed evidence that the External Examiner was present and happy to endorse the decisions of AQSC.

Results should be made available to students within 48 hours of the committee meeting. Results should only be given to individuals in person, by letter (to the address recorded on the student enrolment form) or by email (to the University email registered to the student). **Results should not be divulged over the telephone.**

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### Appendix 1: Academic Quality Standards Committee – AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. CONFIRMATION OF ATTENDANCE AND MEMBERSHIP**
- 3. CONFIDENTIALITY STATEMENT**

Members of the Committee are reminded that:

- (i) the proceedings of AQSC are confidential;
- (ii) results should be provided to students within 48 hours; any other feedback to students on their performance will be by individual letter, and/or by discussion with the Chair or nominee. **In particular, results should not be divulged over the telephone;**
- (iii) all papers, mark sheets, etc. should be returned to the Secretary after the final meeting;
- (iv) all marks and grades must be removed from all other computer systems immediately after the final meeting.

#### **4. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING OF AQSC HELD ON [insert date]**

- (i) to note that the minutes of that meeting were confirmed by the Chair
- (ii) to ratify any action taken by the Chair since the previous meeting
- (iii) to consider any other matters arising

#### **5. CONSIDERATION OF MODULE RESULTS AND ALLOCATION OF GRADES**

[list all units, identifying codes, name of lecturer/s and individual External Examiners comments for each unit].

#### **6. STUDENT PERFORMANCE BY PROGRAMME**

To consider the progression and award of each student by level or cohort (delete as applicable).

#### **7. CHAIR'S ACTION**

To agree items to be dealt with by Chair's action outside the meeting.

#### **8. FURTHER EXTERNAL EXAMINERS COMMENTS**

To report any issues that are programme related or deal with a procedural issue, rather than specific to a unit or subject area.

#### **9. PROPOSED ARRANGEMENTS FOR ANY REASSESSED COURSEWORK OR EXAMINATIONS.**

To confirm the dates for submission of reassessed assignments and to confirm arrangements for reassessed examinations – dates to be confirmed.

#### **10. ANY OTHER BUSINESS**

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### Appendix 2: Minutes of the Quality Academic Standards Committee

#### Date of meeting

**Present:** Insert other names in alphabetical order

**Apologies:** Insert names in alphabetical order

**In attendance:** Insert names in alphabetical order

#### 1. APOLOGIES FOR ABSENCE

Minutes of the meeting held on [*insert date*] (**enclosed**).

#### 2. CONFIRMATION OF ATTENDANCE AND MEMBERSHIP

#### 3. CONFIDENTIALITY STATEMENT

Members of the Committee are reminded that:

(i) the proceedings of AQSC are confidential;

(ii) results should be provided to students within 48 hours; any other feedback to students on their performance will be by individual letter, and/or by discussion with the Chair or nominee. **In particular, results should not be divulged over the telephone;**

(iii) all papers, mark sheets, etc. should be returned to the Secretary after the final meeting;

(iv) all marks and grades must be removed from all other computer systems immediately after the final meeting.

#### 4. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING OF AQSC HELD ON [*insert date*]

(i) Noted: the minutes of the last meeting were confirmed by the Chair

(ii) Noted: the following matters arising had been addressed since the last meeting:

(iii) Noted: there were no other matters arising

#### 5. CONSIDERATION OF UNIT RESULTS AND ALLOCATION OF GRADES

[list all units, identifying codes, name of lecturer/s and individual External Examiners comments for each unit].

**For example: Marketing Practice MPCT01234**

**Unit leaders comment (John Smith):**

**External Examiner Comments (Prof Fred Blogs):**

#### 6. STUDENT PERFORMANCE BY PROGRAMME

To consider the progression and award of each student by level or cohort (delete as applicable).

#### 7. CHAIR'S ACTION

To agree items to be dealt with by Chair's action outside the meeting.

#### 8. FURTHER EXTERNAL EXAMINERS COMMENTS

To raise any issues that are programme related or deal with a procedural issue, rather than specific to a unit or subject area.

#### 9. PROPOSED ARRANGEMENTS FOR ANY REASSESSED COURSEWORK OR EXAMINATIONS.

To confirm the dates for submission of reassessed assignments and to confirm arrangements for reassessed examinations - dates to be confirmed

#### 10. ANY OTHER BUSINESS

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### APPENDIX 3: Extenuating Circumstances Panel

Under the **Extenuating Circumstance Procedure** this panel will convene to consider all extenuating circumstances forwarded to it by a student(s) and/or Course Directors.

#### **Authority**

The authority for this panel derives from the above name procedure and also from the power conferred to it by the Academic & Quality Standards Committee (AQSC).

#### **Scope and Powers**

- No one other than the Extenuating Circumstance Panel has authority to recommend to the Chair of AQSC the outcome of any extenuating or mitigating circumstance presented to it by either a student(s) and/or Course Director;
- AQSC will monitor the proceeding of the Panel to ensure its proper conduct;
- All deliberations of the Extenuating Circumstance panel are strictly confidential and all proceedings which relate to individual students are confidential to members of the panel;
- Decisions made by the panel can be communicated to students however it must be stipulated that these are provisional and must be ratified by the AQSC;
- All deliberations of the panel will take place with due regard to the principles of transparency, independence and impartiality;
- Should any member of the panel have a personal interest in any case forwarded to the panel they are to declare it before the panel convenes so the Chair can consider a replacement;
- The panel will convene as required by the College, however, it likely that it will only need to meet once a year ahead of the Academic & Quality Standard Committee meeting.

#### **Term of Reference**

- An Extenuating Circumstance Panel will be established by the Centre for Excellence Manager Higher Education as requested by a Course Director/Head of Faculty to consider a extenuating circumstance forwarded to him/e by a student(s).
- The panel is responsible for considering that extenuating circumstance following the evidence presented to it by either the student(s) or the Course Director.
- The panel will forward the outcome of that presentation to the Chair of AQSC prior to its meeting.
- In determining the outcome the panel will pay due regard to the maintenance of academic standards, fairness and consistency.

#### **Panel Membership**

Chair: Centre for Excellence Manager Higher Education (LC)

Secretary: Centre for Excellence Higher Education Administrator (McG)

Head of School Professional Social Services (AMcC)

Head of School Built Environment (SM)

Head of School Automotives, Computing, Engineering (PO'H)

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### APPENDIX 4: Academic Investigation Panel

Under the Plagiarism Policy this panel will convene to investigate and report on all academic misconduct allegations brought to it by Course Directors.

#### Authority

The authority for this panel derives from the above name policy and also from the power conferred to it by the Academic & Quality Standards Committee (AQSC).

#### Scope and Powers

- No one other than the Academic Investigation Panel has authority to recommend to the Chair of AQSC the outcome of any academic misconduct presented to it by Course Director/Head of Faculty;
- AQSC will monitor the proceeding of the Panel to ensure its proper conduct;
- All deliberations of the Panel are strictly confidential and all proceedings which relate to individual students are confidential to members of the panel;
- Decisions made by the panel can be communicated to students however it must be stipulated that these are provisional and must be ratified by the AQSC;
- All deliberations of the panel will take place with due regard to the principles of transparency, independence and impartiality;
- Should any member of the panel have a personal interest in any case forwarded to the panel they are to declare it before the panel convenes so the Chair can consider a replacement;
- The panel will convene as required by the College, however, it likely that it will only need to meet once a year ahead of the Academic & Quality Standard Committee meeting.

#### Term of Reference

- An Academic Investigation Panel will be established by the Centre for Excellence Manager Higher Education as requested by a Course Director/Head of Faculty to consider an academic misconduct allegations forwarded to him/e by a Course Director/Head of Faculty
- The panel is responsible for considering the allegation following the evidence presented to it by either the student, Course Director or other relevant staff may be involved in the incident.
- The panel will forward the outcome of their deliberations to the Chair of AQSC prior to its meeting.
- In determining the outcome the panel will pay due regard to the maintenance of academic standards, fairness and consistency.

#### Panel Membership

Chair: Centre for Excellence Manager Higher Education (LC)

Secretary: Centre for Excellence Higher Education Administrator (McG)

Head of School Professional Social Services (AMcC)

Head of School Built Environment (CF)

Head of School Automotives, Computing, Engineering (AB)

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## Academic & Quality Standards Committee

### **APPENDIX 5: Academic Assessment Appeals Panel**

Under the Academic Assessment Appeals Procedure this panel will convene to investigate and report on all academic appeals forwarded to it by students and/or Course Directors.

Authority

#### **Authority**

The authority for this panel derives from the above name procedure and also from the power conferred to it by the Academic & Quality Standards Committee (AQSC).

#### **Scope and Powers**

- No one other than the Academic Assessment Appeals Panel has authority to recommend to the Chair of AQSC the outcome of any academic misconduct presented to it by Course Director/Head of Faculty;
- AQSC will monitor the proceeding of the Panel to ensure its proper conduct;
- All deliberations of the Panel are strictly confidential and all proceedings which relate to individual students are confidential to members of the panel;
- Decisions made by the panel can be communicated to students however it must be stipulated that these are provisional and must be ratified by the AQSC;
- All deliberations of the panel will take place with due regard to the principles of transparency, independence and impartiality;
- Should any member of the panel have a personal interest in any case forwarded to the panel they are to declare it before the panel convenes so the Chair can consider a replacement;
- The panel will convene as required by the College, however, it likely that it will only need to meet once a year ahead of the Academic & Quality Standard Committee meeting.

#### **Term of Reference**

- An Academic Assessment Appeals Panel will be established by the Centre for Excellence Manager Higher Education as requested by a Course Director/Head of Faculty to consider an appeal forwarded to him/e by a student(s)/Course Director/Head of Faculty
- The panel is responsible for considering the appeal following the evidence presented to it by either the student, Course Director or other relevant staff.
- The panel will forward the outcome of their deliberations to the Chair of AQSC prior to its meeting.
- In determining the outcome the panel will pay due regard to the maintenance of academic standards, fairness and consistency.

#### **Panel Membership**

Chair: Centre for Excellence Manager Higher Education (LC)

Secretary: Centre for Excellence Higher Education Administrator (MCG)

Head of School Professional Social Services (DK)

Head of School Built Environment (JM)

Head of School Automotives, Computing, Engineering (SMcG)

**See below how each committee reports to AQSC and HEAB**

# South West College

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