

INTERIM DOCUMENT: Minimum Standards for Faculty of Science Departmental Committees of Examiners

A final document will be circulated after the October 1999 meeting of the Faculty of Science

Note: "Departmental Committee" is used to distinguish them from Faculty Boards of Examiners

Departmental Committees of Examiners

Minimum Number of Committees:	1 for years I – III (however a School/Department may choose to have a separate committee for each year or unit of study)
Appointment:	Each Committee should be appointed by the Head of School/Department and report to and through the Head of School/Department
Period of Appointment:	Appointed annually
Meetings:	Each Committee to meet at least once in the semester in which the unit/s of study are taught
Membership:	<ul style="list-style-type: none">• Head of School/Department : ex-officio• Co-ordinator/s of unit/s of study administered by the Committee• Other academic staff teaching in the unit/s of study
Chair:	The Head of School/Department may appoint a Chair or the Committee may elect a Chair
Quorum:	Half of the eligible members of the Committee or 2, whichever is the greater
Attendance sheet:	An attendance sheet shall be kept and must be lodged with the Head of School/Department after each Committee meeting
Committee proceedings:	<p>For each unit of study the Committee shall</p> <ul style="list-style-type: none">• consider the provisional marks of all students enrolled in the unit which are entered on the result sheet. Marks may be adjusted to take account of additional information, late results, special considerations, etc. All adjustments are to be documented and entered on the result sheets. A rank order (order of merit) is generated from the adjusted marks.• if necessary, scale the marks to bring them in line with Academic Board guidelines on the distribution of marks.• agree upon a final result sheet, which will be signed by the Chair of the Committee and submitted to the Faculty via the Head of School/Department.
Documentation:	A copy of all documentation must be lodged with the Head of School/Department after each Committee meeting. The Head of School/Department must retain copies of documentation for 7 years.
Revision of marks:	The Chair of the Committee has authority to recommend to the Head of School/Department a revised mark for any student, but only in the light of new information not available to the Committee <i>eg</i> special consideration, deferred examination. All members of the Committee must be notified of revised results. All changes to recommended marks are submitted to the Faculty via the Head of School/Department.

Honours Departmental Committee of Examiners

Minimum Number of Committees:	1 for Honours
Appointment:	Committees should be appointed by the Head of School/Department and report to and through the Head of School/Department
Period of Appointment:	Appointed annually
Meetings:	Committee to meet at least once in the semester in which Honours grades are finalised
Membership:	<ul style="list-style-type: none"> • Head of School/Department : ex-officio • All members of academic staff in the School/Department who participate in the teaching, supervision and examination of Honours students in the School/Department
Chair:	The Head of School/Department may appoint a Chair or the Committee may elect a Chair
Quorum:	Half of the eligible members of the Committee or 2, whichever is the greater
Attendance sheet:	An attendance sheet shall be kept and must be lodged with the Head of School/Department after each Committee meeting
Committee proceedings:	The Committee shall consider the provisional marks of all Honours candidates in the School/Department. Marks may be adjusted to take account of additional information, late results, special considerations, etc. All adjustments are to be documented and entered on the result sheets. For each Honours candidate the Committee agrees upon a recommended final mark and grade of honours. A rank order (order of merit) is generated from the agreed marks. The recommended marks and order of merit agreed on by the Committee are signed by the Chair of the Committee and submitted to the Faculty Honours Board of Examiners via the Head of School/Department
Documentation:	A copy of all documentation must be lodged with the Head of School/Department after each Committee meeting. The Head of School/Department must retain copies of documentation for 7 years.
Revision of marks:	The Chair of the Committee has authority to re-convene the Committee if he/she receives additional information relating to a candidate's performance, and the Committee may amend the recommended mark and grade of the candidate in light of the additional information. All changes to recommended marks and grades are submitted to the Faculty via the Head of School/Department.