



Policy AIM.GC.03

AUSTRALIAN INSTITUTE OF MUSIC

EXAMINATION REVIEW COMMITTEE

Terms of Reference

Introduction

The Examination Review Committee of AIM is responsible to the Academic Board for monitoring and reporting on the examination processes and progression of students that have undertaken examinations during a semester. It refers policy recommendations to the Academic Board and discusses matters referred to it by the Academic Board. The Examination Review Committee provides a forum for the detailed discussion and debate on students' assessments, distribution of results, and progression of students.

The responsibilities of the Examination Review Committee include:

- reporting issues related to examination processes;
- reporting issues related to the course progression of students;
- reporting issues related to plagiarism
- reporting issues related to the distribution of AIM students' results for each semester

More specifically, the ERC is concerned with the reviewing of all assessments for students by the end of a given semester, including

- confirmation of results,
- distribution of results,
- progression of AIM students,
- the release of results to students
- cases of plagiarism
- decisions regarding AIM students' course progression, including
 - failure to achieve progression,
 - probationary status,
 - suspension;
 - cases of plagiarism

Composition

The composition of the Examination Review Committee shall be as follows:

- Chair (Ex- Officio - Registrar)
- Heads of Department
- Course Coordinators.

In the absence of the Chair from a meeting of the ERC, the ERC is to elect one of its members to preside at the meeting.

Notice of meetings

- The ERC shall meet at the end of each semester
- Meeting dates are determined by the Registrar at the beginning of each academic year and are distributed to all staff members by the Associate Registrar, who shall be Secretary to the Examination Review Committee, setting out the time and place of the meeting and the agenda.
- Proceedings of the Examination Review Committee shall be valid notwithstanding non-receipt of a notice of meeting by a member.

Quorum

- The quorum at any meeting of the Examination Review Committee shall consist of a majority of the total number of members of the Committee.

Conduct of Meetings

- Before the commencement of the general business of the Committee's agenda, starting of items may be invited by the Chair to ensure that the whole agenda is covered, where possible, at the one meeting.
 - The Registrar shall keep a record of each meeting and distributes the minutes to the Committee members to be confirmed.
- At meetings of the Examination Review Committee decisions shall be based on AIM policies and be fairly applied to all students
 - any question shall be decided by a majority of the members present; and
 - the Chair shall have a deliberative vote, and, in the event of any equality of votes, a casting vote.
- A motion or amendment before the Chair shall not be withdrawn except by the mover thereof and by leave of the seconder and of the Examination Review Committee; provided that no motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.
- Any member of the Examination Review Committee may raise a point of order which shall take precedence over all other business, and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred.
- Any member of the Examination Review Committee disagreeing with the Chair's ruling on a point of order may move dissent. Such motion shall be put forthwith without debate.