

Assessment Appeals Committee

Terms of Reference

		This policy is effective from	<u>21 February 2018</u>
Approval body	<u>Academic Council</u>	Approval date	<u>21 February 2018</u>
Owner	<u>Head of Academic Affairs</u>	Next review date	<u>February 2019</u>

1. Purpose

- 1.1. The purpose of the Assessment Appeals Committee is to determine whether or not fair procedures were followed in the assessment process and whether or not a fair outcome was reached in the circumstances pertaining to a student. It is not the function of the Committee to reassess the student's work.
- 1.2. These terms of reference define the role, duties and limitations of the Assessment Appeals Committee, how it is selected, the Committee's involvement in the Appeals procedure, and the Committee's responsibility within the College assessment process.
- 1.3. These terms of reference should be considered alongside the Assessment Appeals Policy and Procedures.
- 1.4. For the purpose of these terms, an appeal is defined in Section 3 of the Assessment Appeals Policy and Procedures.

2. Principles

- 2.1. The Assessment Appeals Committee will consider the appellant's case and the College's case on the evidence presented to it.
- 2.2. The Committee will endeavour to consider all aspects of the case before them in an equitable, fair and professional manner.
- 2.3. All documentation and proceedings of the Committee will remain confidential.

3. Roles and responsibilities

- 3.1. The Assessment Appeals Committee will be formed and will meet to consider assessment appeals in line with the Assessment Appeals Policy and Procedures.
- 3.2. The purpose of the Assessment Appeals Committee is to determine whether or not fair procedures were followed in the assessment process and whether or not a fair outcome was reached in the circumstances pertaining to a student.
- 3.3. It is not the function of the Committee to reassess the student's work.

Outcomes of formal assessment appeal process

- 3.4. The determination of the Assessment Appeals Committee will be given in writing no later than FIVE (5) working days after the Committee has reached a decision. The

Doc version	Approval date	Modified by	Summary of modifications
V1	21 February 2018	N/A	N/A

determination of the Assessment Appeals Committee is final and cannot be appealed further within the College.

- 3.5. Decisions of the Committee shall be taken by a simple majority. Where the vote on the decision is split equally, the vote of the Chairperson will determine the Committee's decision.
- 3.6. The Committee may:
 - 3.6.1. Uphold the appeal and instruct the College Exam Board on the decision based on evidence of the irregularity of the assessment process or extenuating circumstances. The implementation of the decision is the responsibility of the relevant Chairperson in consultation with the relevant examiner.
 - 3.6.2. Not uphold the appeal and confirm the original decision.

Reporting

- 3.7. The Head of Academic Affairs will report to the Academic Council at least once a year on the outcomes of the Committee will be reported to the Academic Council at least once a year.

4. Membership

- 4.1. Membership will be drawn from a standing panel of NCAD assessors and senior academics from other third-level colleges or institutes.
 - 4.1.1. The composition of the Committee should respect balance between gender and disciplines.
 - 4.1.2. Membership of the Committee is as follows:
 - 4.1.2.1. The total number of members shall be seven (7).
 - 4.1.2.2. The quorum for a meeting shall be five (5).
 - 4.1.2.3. The chairperson shall be a nominee of the Head of Academic Affairs, selected from the members external to NCAD.
 - 4.1.2.4. At least two (2) NCAD faculty members (or members of the Academic Council).
 - 4.1.2.5. At least two (2) senior academics, external to NCAD, either NCAD External Examiners, or drawn from other third-level colleges or institutes.
 - 4.1.2.6. At least one (1) representative of the student body.
 - 4.1.2.7. The Quality and Academic Support Officer, as Assessment Appeals Officer, and will act as Administrator for the appeals process and Secretary to the meeting.
 - 4.1.3. The Head of Academic Affairs, as Chairperson of the NCAD Exam Board, will attend the Committee meeting, to address any questions of procedure that may arise.

- 4.1.4. The Quality and Academic Support Officer, as Assessment Appeals Officer, will:
 - 4.1.4.1. Provide a secretarial role in organising the Committee meeting.
 - 4.1.4.2. Summon members to the Committee meeting at least 10 days before the meeting date.
 - 4.1.4.3. Distribute documents to the appellant and Committee members in a timely manner.
 - 4.1.4.4. Take minutes of the meeting, and keep an official record of the Committee conclusion.
 - 4.1.4.5. Communicate the outcome of the meeting to the appellant, to Student Services and Admissions, and to the School.
 - 4.1.4.6. Report to the Head of Academic Affairs.
- 4.1.5. Any member of the Committee, or the Assessment Appeals Officer, who has any close association with any appellant, has any personal interest in the matter under consideration, or is a regular lecturer of any appellant, will be excused from involvement in the Appeals process and cannot be part of the Committee or its meetings.
- 4.1.6. The Committee will only review what has been submitted by the student and the College, based on the grounds for appeal stated by the student and addressing all issues raised by the student.
- 4.1.7. The Committee will normally meet once, and reach a conclusion by simple majority within **30 working days** of the formal submission of an appeal.

Panel of members

- 4.2. The Head of Academic Affairs will gather a panel of external senior academics and NCAD External Examiners each year, from which a committee can be drawn.
- 4.3. Panel members should be replaced after three (3) years, and should abstain from involvement on the Committee for at least a year.
- 4.4. Following a year off the Committee, panel members are welcome to rejoin the panel of Committee members.

Committee members' input

- 4.5. The Assessment Appeals Committee will have seven (7) members
- 4.6. The quorum for a meeting will be five (5) members.
- 4.7. All documentation, provided by the appellant and the College, as well as supporting documentation (such as transcripts, policy and procedure documents) will be circulated to the Committee members at least 24 hours before the commencement time of the meeting.
- 4.8. Committee members who cannot attend the meeting may submit a report outlining their considerations to the appeal. This report will be considered at the meeting.

Absent members submitting a report should consider that there may be additional evidence brought to the meeting, which may nullify their considerations.

Meeting process

- 4.9. While the Committee may at its discretion consult other parties, and ask other parties to present before the Committee, the only parties to an appeal are the College and the appellant concerned.
- 4.10. The Committee may call the appellant to attend before the Committee, if the appellant has indicated their willingness to attend on the Assessment Appeal Form.
- 4.11. The Committee may separately call the Chairperson of the Exam Board, or the Heads of Schools concerned to attend before the Committee.
- 4.12. The appellant, the Heads of Schools, or the Chairperson of the Exam Board may be asked to nominate witnesses from the College community to present before the Committee, if requested by the Committee Chairperson to give evidence to the Committee.
- 4.13. The Committee shall consider all proffered evidence (oral and written) relevant to the appeal. All evidence considered by the Committee must be available to the appellant.
- 4.14. At the meeting, the Committee will have before it:
 - 4.14.1. The Assessment Appeal Form, the appellant's statement, and supporting documentation supplied by the appellant.
 - 4.14.2. The records of the relevant meetings of the College Exam Board.
 - 4.14.3. Any other relevant College records or reports supplied by the Head of School or Head of Department, as requested by the Head of Academic Affairs on receipt of the appeal.
 - 4.14.4. Any other relevant documents pertaining to the circumstances of the appeal, such as student or programme handbooks, academic or other regulations and policy documents.
- 4.15. The appellant will also have complete access to the documents provided to the Committee, including those listed in 4.14 above.

Decision-making

- 4.16. The Committee will normally reach a conclusion by consensus. Where the Committee is divided, the outcome shall be by a majority decision. In the event of an equality of votes, the Chairperson of the Committee shall exercise a casting vote.
- 4.17. The decision of the Assessment Appeals Committee shall be final.
- 4.18. The Assessment Appeals Committee may:
 - 4.18.1. Uphold the appeal and instruct the relevant Exam Board on the decision based on evidence of the irregularity of the assessment process or extenuating circumstances. The implementation of the decision is the responsibility of the relevant Chair in consultation with the relevant examiner.

4.18.2. Not uphold the appeal and confirm the original decision.

5. Related documents

- 5.1. This policy should be read in the context of the Assessment Appeals Policy and Procedures, and of the Examinations Board Terms of Reference.
- 5.2. The Assessment Appeals Form should also be considered as part of the overall process for assessment appeals.

6. Version history

- 6.1. The current Assessment Appeal Policy was written in June 2014. The revision of the Policy in 2018 incorporated the development of a new Assessment Appeals Form, and the introduction of this policy, the Assessment Appeals Committee Terms of Reference, and Terms of Reference for the Exams Board. All four documents should be updated in tandem.