

A'Sharqiyah University Policy

COLLEGE ASSESSMENT REVIEW COMMITTEE POLICY

Policy name	College Assessment Review Committee Policy		
Policy number	AC0006		
Contact Person	Deputy Vice Chancellor for Academic Affairs and Research		
Approval Authority	Board of Trustees		
Date first approved	29 October 2015	Last substantive review	9 April 2017
Policy Review Cycle	One year	Next review	3 November 2021

1. Definitions

Terms / Abbreviations	Definition
ASU	A'Sharqiyah University
CARC	College Assessment Review Committee
DVCAAR	Deputy Vice Chancellor for Academic Affairs and Research

2. Purpose

The overall purpose of the College Assessment Review Committee is to evaluate students' performance, approve students' final grades in any given semester, discuss and make recommendations on any borderline classifications and to recommend diploma/degree awards for graduating students.

3. Scope

All faculty and students registered on an academic program.

4. Policy Statement

An Assessment Review Committee will be constituted for each college and the members of this Committee shall be the teaching staff/faculty of the concerned college. All teaching staff for the courses and program(s) under consideration must be included as full members in the Committee. The Committee shall not include any student as its member.

All meetings of an Assessment Review Committee will be chaired by the respective Dean of College or their delegate.

It shall be clearly recorded in the minutes about the candidates for whom supplementary information was considered (e.g., early reassessments, or mitigating circumstances etc.) and the basis for the decision of the committee. In case an academic appeal is

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subsequently submitted by a student, the individual responsible for dealing with this academic appeal may request to check the minutes of the committee in order to clarify the consideration of any mitigating circumstances, if yes, how.

A general discussion with reflection on the assessment process of the concerned semester, standards developed in the assessment and students' achievement of the standards, and on the degree/diploma program itself shall always be the part of the meetings.

5. Key Stakeholders

University Academic Staff, Students, Board of Trustees, Board of Directors, Government Departments, Employers.

6. Procedures and Guidance

6.1 MINUTES

All the meeting minutes shall be recorded. It shall record the names of the attendees.

They must be:

- Signed by the Chairman as a true and accurate record
- Distributed to each member of the Committee before submission to the College Academic Board and the Deputy Vice Chancellor for Academic Affairs and Research.
- Distributed to members of the College Academic Board as part of the agenda for the next regular meeting of the Board.

Minutes and Committee papers will be kept electronically by the respective College.

6.2 FREQUENCY OF MEETINGS

The Committee shall meet for at least two times yearly. If deemed necessary, the College Dean may call for additional meetings.

Standard committee meeting procedures shall apply to meetings of the College Assessment Review Committee.

6.3 QUORUM

Membership of the College Assessment Review Committee will consist of all teaching staff in College. All external examiners appointed to examine or program or part of a program will be full members of the College Assessment Review Committee during their period of appointment. A Committee is considered quorate when at least 50% of its membership is present which must include the Chairman or their delegate.

6.4 REPORTING STRUCTURE

The Academic Assessment Review Committee is a college level committee and reports to the University Academic Board through the College Academic Board.

6.5 REMIT OF THE COMMITTEE

The College Assessment Review Committee will fulfil the following functions:

- a. Receive and consider student marks/grades from course coordinators;
- b. Ensure that the grades/marks awarded are correct and complete;

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- c. Review students' performance on each course taking account of course performance indicators;
- d. Ensure complete and candid discussion about all students performance takes place, considering, mitigating circumstances (where relevant), and to make decisions and recommendations;
- e. Discuss and make recommendations to the Deputy Vice Chancellor for Academic Affairs and Research on any borderline cases;
- f. Recommend graduating students to the College Academic Board for a Diploma or Degree or other award;
- g. Report to the College Academic Board all decisions made with an analysis of results in relation to assessment key performance indicators;
- h. Ensure that students receive appropriate notification of examination results;
- i. Consider all academic appeals within 5 business days of receiving the academic appeal;
- j. Propose mechanisms and ways by which the University can improve its Learning, Teaching and Assessment processes and procedures.

7. References

None.

8. Revision History

Version	Author/ Reviewer	Revision(s) made and justification	Date
1	DVC	Annual review	9 oct 2016
2	Quality Assurance	Reviewed - DVC was asked to look into the matter and advise the UAB whether the policy should be revised or rescinded.	9 January 2017
3	University learning and Teaching Committee	Changes made in the following: <ul style="list-style-type: none"> • Title • Purpose • Scope • Terms of Reference 	9 April 2017
4	DVC	Annual Review	3 October 2017
5	DVC	Annual Review	17 July 2018
6	DVC	Substantive Review	23 June 2019
7	DVCAAR	Annual Review	8 June 2020
8	DVCAAR	Annual Review	9 May 2021