



ICHAS

Section 2(a) – Terms of Reference for Decision making Structures

Subject:	Terms of Reference for the Grade Review Committee		
Date Approved by Board of Directors:			July 2021
Policy Version	1/2021	Date due for Revision	July 2024

PURPOSE (including Scope of Functioning/ Key Responsibilities and Accountabilities)

The Grade Review Committee is a subcommittee of Academic Council which may be convened by the Registrar to consider grade reviews.

Grade Review is defined in this context as re-consideration by the reviewers of all or part of the existing examination/assessment material. Similarly, review in this context is defined “the re-consideration of the assessment decision, either by the original assessor or by other competent persons” (QQI, 2013). The purpose of this committee is therefore to conduct these reconsiderations.

MEMBERSHIP

Membership can be made up of the following;

- Registrar
- Quality Assurance & Enhancement Officer
- Alternative qualified assessor
- Programme Director

ROLE AND RESPONSIBILITIES

The committee is convened by the Registrar (who acts as Chair) as necessary and a minimum of 3 persons will be included.

Role & Expectations of the Chair

The Chair convenes and manages meetings, provides documentation and reports as necessary to members for the proper functioning of the Committee. The Chair also arranges that the Grade Review Committee issues a report to Academic Council and the Board of Examiners.

Role & Expectations of Members of the Grade Review Committee

Committee members are expected to be appropriately prepared for each meeting, read relevant reports and documentation in advance, and make every reasonable effort to attend each meeting

Operating Procedures

The Chair of the Committee convenes meetings with adequate notice.

- At the commencement of the meeting, the Chair should outline the procedures of the meeting.
- Meetings will be held in a timely and efficient manner.
- Minutes will be recorded and be available to any internal Committee or if necessary, to the Academic Awarding Body.

Meetings of the Grade Review Committee

Frequency of Meetings: The grade review committee meets as required.

Quorum: The quorum for a meeting is 3 members. Where a quorum not possible, the meeting will be adjourned until a time determined by the Chairperson.

Appointment to the Grade Review Committee: Appointments to the committee are made by the Vice President (Academic Affairs) based on the recommendations of the Registrar.

Powers of Decision Making

The Committee is a decision-making body. It considers applications for grade reviews.

Reporting Relationships

The Grade Review Committee reports to Academic Council and furnishes the Board of Examiners with details of the outcome.