

## EXAMINATION BOARD TERMS OF REFERENCE NEWCASTLE AUSTRALIA INSTITUTE OF HIGHER EDUCATION PTE LTD

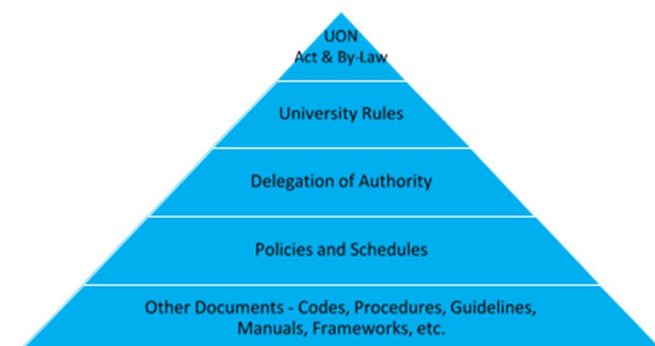
### 1. Introduction

The University of Newcastle, Australia (UON Australia) is a leading Australian university, located in New South Wales and established in 1965. UON Australia had produced many notable alumni worldwide including in Singapore. Alumni in Singapore include renowned medical professionals, top engineers, successful businessmen, top civil servants as well as former cabinet ministers.

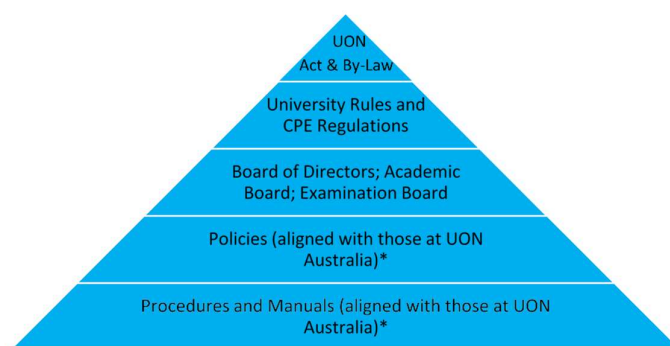
Since 2006, UON Australia has established its physical presence in Singapore through a wholly owned entity: University of Newcastle Singapore (UON Singapore) which was re-named Newcastle Australia Institute of Higher Education (Newcastle Australia IHE) in 2021. Over the last 18 years, Newcastle Australia IHE has been proud to contribute to Singapore's global standing as an education hub by being the most highly ranked Australian higher education institution with a Singapore presence. We have partnered with local leading institutions such as PSB Academy and BCA Academy to provide greater access to both undergraduate and postgraduate programs. Since 2006, we have graduated more than 8,000 local and international students who have sought professional careers here in Singapore and across the globe.

The Examination Board of Newcastle Australia Institute of Higher Education follows the University of Newcastle, Australia's policies as depicted below in the two charts:

### Newcastle Australia Institute of Higher Education's Policy Framework (aligned with the policy framework of The University of Newcastle, Australia)



**University of Newcastle Legislation and Policy  
Document: Hierarchy Version Date 9 March 2020**



**Newcastle Australia Institute of Higher Education  
Legislation and Policy Document: Hierarchy  
Version Date 20 April 2021**

\* Please refer to the details on policies, procedures and manuals that are applicable to Newcastle Australia Institute of Higher Education below.

### **Program Design and Management Manual**

<https://policies.newcastle.edu.au/document/view-current.php?id=89>



- Program Modification/Quality
- Credit Transfer & Articulation
- Recognition of prior learning
- Program Management/Industry advisory groups
- Student Feedback on Programs & Courses
- External Program Reviews
- Staffing Profile
- At Risk Students
- Academic Concern Reviews

### **Course Design and Management Manual**

<https://policies.newcastle.edu.au/document/view-current.php?id=183>



- Course Modification/Delivery/ Management
- Course - Quality Assurance
- Placements
- Assessment Design
- Appeals
- Adverse Circumstances - Policy & Procedure

### **Admission Manual - Coursework and Enabling Programs**

<https://policies.newcastle.edu.au/document/view-current.php?id=237>



- Admissions
- Campus Transfers

### **English Language Proficiency Policy**

<https://policies.newcastle.edu.au/document/view-current.php?id=165>



- English Language Proficiency for Admission

### **Enrolment Manual**

<https://policies.newcastle.edu.au/document/view-current.php?id=293>



- Enrolments, Withdrawal, Study Load
- Leave of Absence

### **Student Conduct Rule**

<https://policies.newcastle.edu.au/document/view-current.php?id=34>



- Academic Misconduct
- Research Misconduct
- Non-Academic Misconduct
- Concerning Behavior
- Appeals and Penalties for Misconduct

### **Awards and Graduation Policy**

<https://policies.newcastle.edu.au/document/view-current.php?id=61>



- Awards and Graduation

## 2. Purpose

The Examination Board is responsible for development of examination and assessment procedures, such as developing and facilitating the implementation of procedures. The Examination Board also ensures that the rules and regulations relating to the progression pathways are applied consistently and that those standards are maintained. The Examination Board works very closely with the Academic Board.

## 3. Roles and responsibilities

The roles and responsibilities of the Examination Board includes the following:

- a) Ensure security of examination scripts and answer scripts;
- b) Ensure proper conduct of examinations and assessments;
- c) Define and ensure proper discharge of duties and responsibilities of invigilators and markers;
- d) Conduct moderation of examination and assessment marks;
- e) Handle appeals from students with regard to examination or assessment matters;
- f) Oversee assessment procedures in the programs offered at Newcastle Australia Institute of Higher Education and to maintain standards of assessment;
- g) Conduct a post-assessment review to enhance assessment quality.
- h) Evaluate passing rate, progression rate, withdrawal rate, quality of pass and graduation rate; to identify areas for improvement; and implement changes to enhance learning and assessment quality.

## 4. Composition and meeting frequency

### 4.1 Size and Composition

The Examination Board shall be composed of the following members:

- a) The Academic Director of Newcastle Australia Institute of Higher Education. This member will also act as Chair of the Examination Board;
- b) Head PEI Programs;
- c) Discipline Heads of Newcastle Australia Institute of Higher Education to represent the following Colleges:
  - STEM
  - Business
- d) Head of Operations;
- e) Associate Director, Teaching and Learning

Additionally, a member of staff of Newcastle Australia Institute of Higher Education will also be appointed as Secretary of the Examination Board.

The Pro Vice-Chancellor and CEO of the Newcastle Australia Institute of Higher Education, who also Chairs the Academic Board, reserves the rights to appoint new Examination Board members or terminate current members.

## **4.2 Appointment term**

Members are appointed to the Examination Board for a term of two (2) years. This appointment can be terminated by either party by providing three months' (3) notice in writing. For members who are employees of The University of Newcastle, Australia or Newcastle Australia Institute of Higher Education, membership of the Examination Board will be automatically terminated upon the cessation of employment by either institution.

## **4.3 Rights of audience and debate**

The Chair may grant rights of audience and debate for a specific meeting or item(s) in a meeting to such a person, persons or categories of person as deemed appropriate.

## **4.4 Quorum**

The quorum for meetings of the Examination Board shall be at least 75% of its membership.

## **4.5 Meeting frequency**

The Board will meet three times (3) each calendar year. Extraordinary meetings can be convened as needs arise and on an ad hoc basis. The meeting agenda and supporting documents will be forwarded to the Examination Board members at least one week before a scheduled meeting.