Examiners’ Meetings

School of Mechanical and Mining Engineering
May 2014
**Context**

The following sets the School’s guidelines on the role and responsibilities of the Head of School and course coordinators for an Examiners’ Meeting.

A School-wide examiners’ meeting is held just prior to final upload of results for each semester.

**Role and Responsibilities**

All academic staff are required to attend the meetings. The meeting is chaired by the Head of School.

Prior to the meeting

- course coordinators analyse the results for their course and reflect on how the course ran during the semester
- course coordinators provide to the administration staff the statistics for the course, usually in the form of the distribution of grades (number/percentage of students receiving each grade.)

At the meeting

- each course is considered separately
- the statistics for each course are displayed to the meeting
- the course coordinator and other teaching staff lead a discussion about the course, the assessment components and processes, the results and the performance of the students in the course
- the course staff identify things that worked well or did not work well in the course and these are discussed
- if there are unusual results or if the distribution of the results are unusual, the reasons for these are discussed
- If the group identifies any problems with the results, the course coordinator is asked to review the results and to make any appropriate corrections prior to final upload

After the meeting

- The administration staff are advised of the courses that are ready for upload and those that are being reviewed prior to final upload.