

EXAMINATIONS AND ASSESSMENT SUB-COMMITTEE (E&AC)

1. **STATUS:** A Sub-committee of the Teaching and Learning Committee
2. **DATE OF APPROVAL AND GENERAL RULES AND GUIDELINES:**
 - (a) **Date of approval:** Senate, via PC 09/2011 dated 27 October 2011; Senate, via PC 09A/2011 dated 3 November 2011; Senate, via PC 06/2012 dated 6 September 2012;
 - (b) **General Rules And Guidelines For Committees:**

These terms of reference should be understood in conjunction with the general rules for procedures for committees, as amended from time to time, and published in the Principal's Circular. These general rules and procedures can be found at:

<http://governance.uct.ac.za/committees/default.aspx>
3. **PURPOSE:**

To develop, monitor and review all aspects of examinations, assessment and quality assurance policies and procedures in order to raise and maintain standards.
4. **COMPOSITION:**

The Vice-Chancellor (*ex officio*)

The Deputy Vice-Chancellors (*ex officio*)

The Dean of Higher Education Development

The Deans of Faculties, or nominees

Three members of the academic staff appointed by Senate

Two students who are members of Programme Committees in different Faculties nominated by the Students' Representative Council

The Chair of the Timetable Committee or nominee

Assessor Members:

Director of Institutional Planning or nominee

The Registrar
5. **CHAIR/DEPUTY CHAIR:**

Chair: The Deputy Vice-Chancellor responsible for teaching and learning, or nominee
Deputy Chair: A member of the Committee chosen by the Committee
6. **SPECIAL QUORUM RULES:**

Not applicable.
7. **TERMS OF OFFICE:**

Members appointed by Senate: four years from 1 July; members to retire in rotation but be eligible for reappointment (initially two members to retire after two years). Student members: one year from 1 July, but eligible for re-election.
8. **TERMS OF REFERENCE:**

- 8.1 to formulate policy proposals for consideration by Senate on any appropriate aspect of examinations and academic assessment including but not limited to:
- 8.1.1. the role and function of examiners (internal and external);
 - 8.1.2. integrated assessment (as stipulated by the National Qualifications Framework);
 - 8.1.3. internal examining;
 - 8.1.4. the balance between formal examinations and in-course assessment;
 - 8.1.5. external examining;
 - 8.1.6. supplementary and deferred examinations;
 - 8.1.7. measures to counter dishonesty and plagiarism.
- 8.2 to ensure that UCT's assessment practices are aligned with national policy as stipulated by the Council for Higher Education.
- 8.3 to act (under delegated authority) to ensure appropriate administrative measures are set up to adjust the rates of pay for examiners and invigilators, set the procedures for finalising results and ensure examination security. Such decisions are to be reported in the Principal's Circular for information.

9. PROCEDURES:

In performing its work the Committee must:

- 9.1 liaise with the Teaching and Examinations Timetable Committee because of the interdependence between examinations and the timetable;
- 9.2 review all aspects of examinations and assessment;
- 9.3 work closely with the Quality Assurance Committee;
- 9.4 report, on an annual basis, to the Senate Teaching and Learning Committee on what it has achieved relative to its agreed purposes, goals and objectives.

10. DELEGATED AUTHORITY:

To determine honoraria for examiners within budget.

11. This committee is serviced by the Registrar, or nominee.