

## Assessment Review Committee

### Purpose

The Assessment Review Committee (ARC) convenes at the end of every course and endorses lists of graduands for completion/graduation.

The ARC also considers the case of any student who has failed an assessment twice and makes determinations as to what remedial action may be required before the student is eligible to transfer/resit.

The ARC also considers the case of any student who may have technically abandoned the course and determines what conditions will be set upon re-enrolment, including whether the full tuition fees will need to be paid again.

The ARC also hears appeals against the decisions of Program Directors in cases involving academic complaints or disputes.

### Terms of Reference

In endorsing lists of graduands for completion or graduation, the ARC is convened to ensure that every proposed graduand is, in fact, eligible to graduate and that:

- all course components have been fulfilled
- no fees are outstanding
- no other reasons exist to refuse completion or graduation

In considering the case of any student who has failed an assessment twice and determining what remedial action may be required before the student is eligible to transfer/resit, the ARC will have regard to:

- the number of times the student has failed
- the circumstances of the last failure
- the personal circumstances of the student
- the apparent willingness of the student to get through the course
- the student's performance in other subjects
- the manner in which similar applications have been determined

In considering the case of any student who may have technically abandoned the course and determining what conditions will be set upon re-enrolment, the ARC will have regard to:

- the personal circumstances of the student
- the apparent willingness of the student to get through the course
- the student's performance prior to abandonment
- the amount of time passed between abandonment and re-application
- what the student has been doing in the interim
- any changes to law or practice which might impact on credit for subjects completed
- the manner in which similar applications have been determined

The normal rule is that a student resuming after abandonment or exclusion will have to pay the tuition fee for any outstanding subjects. The ARC can waive all fees, including the transfer fee, if it regards the personal circumstances of a student to be extraordinarily compelling and deserving, and can be distinguished from cases where the fees were charged.

In considering an appeal against the decision of a Program Director in an academic complaint or dispute, the ARC will have regard to:

- the policy, guidelines and Assessment Rules expressed in the Program Manual
- the relevant exam script, marking sheet, markers' guide or other assessment materials
- the version of events presented orally or in writing by the student
- the response to the student's version of events as presented orally or in writing by the relevant lecturer or Program Director.

In accordance with the policy, Guidelines and Assessment Rules expressed in the Program Manual, the ARC will try to resolve the complaint or dispute via mediation, observing the principles of natural justice, and will always try to resolve the complaint or dispute as quickly as reasonably possible while ensuring the interests of all parties are respected.

The ARC reports to the Academic Board via the Chief Academic Officer (CAO).

## **Membership**

The ARC is constituted by:

- Director, PLT Program (New South Wales)
- Head of Practical Legal Training Program Online (NSW)
- Head of Course, Full-Time Sydney Campus Course
- Head of Course, Sydney Evening Course
- Director, Practitioner Education
- Manager, Student Services (Secretary)

The Director, Applied Law Programs and the local CEOs join the ARC as required. The Director, Academic Policy & Quality can substitute for any of the above if needed for a quorum (three members).