The following seven elements of the BoE procedures are presented in chronological order of the overall process. They are to be read in conjunction with the attached Guidelines for Boards of Examiners for the Faculty of Science and Engineering.

1. **COLLATION SHEETS**
   - Bentley Departments will generate their own collation sheets.
   - Miri Campus to have all results uploaded by 5.00pm Wednesday 24th June.
   - In special cases where Curtin-Sarawak examination manuscripts are being marked by Bentley staff, the (examination) marks are to be communicated to the Miri lecturer by 5.00pm Tuesday 23rd June, so that the Miri lecturer can assemble the overall marks for the unit and the final results are then to be uploaded by Miri.
   - Miri-campus collation sheets are to be printed by Jenny Thurling (Miri liaison officer) and sent electronically to Miri two days prior to the relevant Departmental BoE meeting.
   - Jenny Thurling will also photocopy the Miri collation sheets for the Bentley campus staff.

2. **VENUE PREPARATION**
   - There will be one computer and one data projector for each Departmental BoE (including EFY). Each BoE will have teleconference facilities set up for communication between Bentley and Miri campuses.
   - Computer(s), data projector(s) and telephone conference facilities will be arranged and set up by Engineering Administrative staff. Room booking is also undertaken by Engineering Administrative staff.
   - Sufficient copies (Department/EFY Administration to provide these) of the Divisional ‘Guidelines for Boards of Examiners’ will be available at each BoE.
   - EFY office to provide sufficient copies of the ‘Conceded Year Pass’ document at the EFY BoE.
   - Histograms (and copies thereof for distribution in the BoE) of unit results (for both Bentley and Miri campuses) are to be prepared by the Departments and the EFY office.
   - Catering, if required, is to be arranged by the Department staff.

3. **SCHEDULE AND CONDUCT OF BoE MEETINGS**
   - The BoE will first consider the marks-distribution histograms for the units covered by the BoE – unusual distributions are to be noted and recorded in the record of meeting as are any (justifiable) reasons for these and/or the application of any scaling.
   - Miri-campus students will be considered first at all meetings. Once this group has been considered, Curtin-Sarawak staff at Miri will be invited to remain in the meeting (by teleconference) but may choose to leave.
   - Amendments to results will be annotated on the paper copy of the collation sheets. The master copy will be signed off by the Chair of the BoE at the end of the meeting.
   - Student One or eAcademic will be used for accessing student records for projection and discussion of an individual student when necessary.
The schedule of BoE meetings is as follows:

<table>
<thead>
<tr>
<th>DATE</th>
<th>DEPARTMENT</th>
<th>LOCATION</th>
<th>TIME</th>
<th>STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 29 June</td>
<td>Engineering Foundation Year</td>
<td>204.234</td>
<td>10:00 – 5:00</td>
<td>Deborah Fukuyama, Mary Thompson, Karen Sullivan, Jenny Thurling (Miri)</td>
</tr>
<tr>
<td>Tuesday 30 June</td>
<td>Mechanical Engineering</td>
<td>204.233</td>
<td>9:00 – 5:00</td>
<td>Margaret Brown, Kim Yap, Jenny Thurling (Miri)</td>
</tr>
<tr>
<td>Tuesday 30 June</td>
<td>Chemical Engineering</td>
<td>204.234</td>
<td>11:00 – 5:00</td>
<td>Jann Bolton, Naomi Tokisue, Jenny Thurling (Miri)</td>
</tr>
<tr>
<td>Wednesday 1 July</td>
<td>Civil Engineering</td>
<td>204.233</td>
<td>10:30 – 5:00</td>
<td>Diane Garth, Liz Field, Jenny Thurling (Miri)</td>
</tr>
<tr>
<td>Wednesday 1 July</td>
<td>Electrical &amp; Computer Engineering</td>
<td>204.234</td>
<td>9:00 – 5:00</td>
<td>Michelle Cutinha, Jan Burnett, Jenny Thurling (Miri)</td>
</tr>
</tbody>
</table>

4. **RATIFICATION**

Staff undertaking ratification are to ensure that they have the correct Student One access and have completed the required training prior to the BoEs. The annotated collation sheets will be ratified by the Departmental Officer in the ‘work period’ immediately following the BoE, as follows:

- **EFY**
  - Department of Mechanical Engineering: Tuesday morning
  - Department of Chemical Engineering: Wednesday morning
  - Department of Civil Engineering: Wednesday morning
  - Department of Electrical and Computer Engineering: Thursday morning

Jenny Thurling and Jann Bolton will ratify the marks of Miri students for each Department using the annotated Miri collation sheet (at the same times given above) and also produce a list of anticipated graduating Miri students.

5. **SUPPLEMENTARY AND DEFERRED NOTIFICATION**

Supplementary and deferred notification advice must be sent in writing (hard copy or OCC) to the student within 3 calendar days of the Board of Examiners.

On completion of the ratification of results, an excel spreadsheet will be sent to Jann Bolton listing students who were awarded a supplementary and/or deferred assessment; the required information is as follows:

- Student ID
- Student Name
- Unit Index
- Unit Name

OCC messages are to be sent to students by Engineering Administration within 3 working days of the relevant Board of Examiners meeting. The OCC message will be generic for each Department and the wording of all OCC messages is to be approved by the Dean prior to being sent.
Deborah Fukuyama will notify First Year students of Supplementary and Deferred Examinations.

Miri campus will advise its own students of Supplementary and Deferred Examinations; these are to be held at the same time as the Bentley Campus (15\textsuperscript{th}, 16\textsuperscript{th} and 17\textsuperscript{th} July, 2009).

Bentley students are not permitted to sit supplementary or deferred examinations at Miri Campus unless prior approval has been obtained from the relevant Head of Department.

The detailed timetable for the Supplementary and Deferred Examinations within the period 1tgh, 16\textsuperscript{th} and 17\textsuperscript{th} July 2009 will be developed by the Departments and EFY office (working together) during the week following the final BoE when comprehensive lists of students taking these is available. Departmental administrative staff are to send the Supplementary and Deferred examination timetable to FSSO for uploading onto the Web.

6. **CONDITIONAL STATUS NOTIFICATION**

Each Head of Department or unit coordinator must meet each student on conditional status to advise the student of the implications of this status as well as what needs to be done to attain good standing after the conditional period.

7. **RECORD OF BOARD-OF-EXAMINERS’ MEETING**

Each Department and the EFY Office will prepare a short record of the BoE meeting and provide to Moses Tadé within one month of the BoE for submission to the Dean of Teaching & Learning. This will include a record of attendance, any points arising from the discussion of unit-marks histograms, special decisions, a note of any scaling applied to raw unit marks (with reasons) and a numerical summary of the BoE’s outcomes. The unit-marks histograms should be included as an Appendix. (A template/example for this document is available from Engineering Administration.)

The purpose of this document is to ensure that Departments keep a formal record of what is arguably the most important meeting in the academic year. This record serves to aid ‘moderation across years’ and is vital in the case of challenges to the integrity of BoE process.

*Updated by: M.O. Tadé – 22\textsuperscript{nd} June 2009*
Guidelines for Boards of Examiners
Faculty of Science and Engineering

These guidelines clarify or support the roles and responsibilities of Boards of Examiners as outlined in the University’s Assessment Policy and Procedures Manual (Ch 6), to ensure uniform decisions are made by Boards of Examiners in the Faculty’s different departments.

The Chair of the Board of Examiners is asked to submit a brief report of the process of the meeting to the Faculty Teaching and Learning Committee through the Dean of Teaching and Learning within one month of the meeting.

Supplementary Assessment

Nor
mally, a supplementary assessment will only be granted by the Board of Examiners if a student’s overall assessment is greater than 45%. However, in exceptional circumstances, the Board may grant a supplementary assessment, to a maximum of 50 credits per study period, if the following apply:

- Mark ≥ 40%, and
- SWA ≥ 50% (or this be the student’s only unit completed in the study period)

If this occurs, the Board of Examiners must notify the Director, Student Services within 7 days of the meeting (in accordance with University policy).

Conceded Passes

Conceded passes are not available if the unit is a pre-requisite within the student’s course. The minimum requirements are:

- Mark ≥ 45%, and
- SWA ≥ 60% (or this be the student’s only unit completed in the semester)

A ‘conceded year pass’ may be applied for the Curtin Engineering First Year students.

Status changes, including termination

The Board of Examiners determines the academic status of each student at the end of each study period, as outlined in Chapters 9-11 of the Assessment Manual. In addition, the following apply:

- Students in their final semester cannot be terminated.
- A student’s status cannot be changed where there is a pending result, unless the result would be irrelevant.

Mark Distributions

Scaling of marks is considered inappropriate at Curtin. Boards of Examiners must be advised if the marks for any unit have been scaled and the reasons for it. Unit coordinators should also be asked to comment on unusual result distributions. Details should be included in the Board of Examiners’ report to the Faculty Teaching and Learning Committee.

REVISION HISTORY:

<table>
<thead>
<tr>
<th>Revision Ref. No.</th>
<th>Approved/ Rescinded</th>
<th>Date</th>
<th>Committee/ Board</th>
<th>Resolution Number</th>
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<td>Approved</td>
<td>30.9.05</td>
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<td>14.8.08</td>
<td>S&amp;E Faculty Board</td>
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