

Board of Examiners

Terms of Reference

Date first approved:	16 March 2021
Date of effect:	16 March 2021
Date last amended:	8 December 2025
Date of next review:	8 December 2028
Approved by	Academic Board
Authorised Officer	Chair, Academic Board
Supporting documents, procedures and forms of this policy	
<ul style="list-style-type: none"> • Stanley College Quality Assurance Framework • Stanley College Governance Charter: Summary • Terms of Reference—Academic Board • Terms of Reference – Learning and Teaching Committee • Learning and Teaching Plan • Student Services Plan • Facilities Development Plan • IT Development Plan • Workforce Plan 	<ul style="list-style-type: none"> • Academic Integrity Policy (and Procedure) • Admissions Policy (and Procedure) • Course Development and Review Policy (and Procedure) • Credit and RPL Policy (and Procedure) • Graduation and Awards Policy (and Procedure) • Learning Management System Policy • Learning Resources Policy (and Procedure) • Student Assessment Policy (and Procedure) • Student Progress Policy (and Procedure) • Student Support Policy (and Procedure) • Work Integrated Learning and Placements Policy (and Procedure)
Related Legislation	Higher Education Standards Framework (Threshold Standards) 2021 Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
Audience	Public

1. PURPOSE

The Board of Examiners (BOE) is delegated by the Academic Board (AB) to oversee the finalisation of unit results at the end of each semester. The BOE monitors the results for each unit, provides recommendations to the Learning and Teaching Committee (LTC), and advises the Academic Board of any issues that require attention.

2. SCOPE

These Terms of Reference apply to all higher education courses, and the student experience related to Stanley College's higher education purpose.

3. PROVISIONS

Functions

3.1 The BOE reports to the LTC and the Academic Board and is responsible for:

- a. Considering the results submitted by the unit lecturer for each unit and determining whether the results are awarded in compliance with the Student Assessment Policy and Procedure.
- b. Discussing all students with provisional marks on the border between two grades and making final decisions.
- c. Finalising, validating and ratifying unit results.
- d. Approving marks for publication.
- e. Providing guidance and feedback to the Academic Board on the operation of the Student Assessment Policy and Procedure.
- f. Reviewing the Student Assessment Policy and Procedure at least once every three years to ensure best practice.
- g. Reviewing and reporting on compliance with the Student Assessment Policy and Procedure and providing advice, guidance or recommendations on changes needed.

Processes

3.2 Communications:

- a. Report to the LTC on its meetings.
- b. Provide information to the Academic Board on a variety of student related matters.
- c. Consider academic matters referred to it by the LTC and the Academic Board.
- d. Provide advice to other committees of the College as required.
- e. Receive reports from its members as required.

3.3 Delegations:

- a. In addition to such tasks and activities as are specially referred to it by the LTC and the Academic Board, the BOE may consider other matters it considers relevant and may generate reports and make recommendations to the LTC and the Academic Board.
- b. Perform functions delegated to it by the LTC and the Academic Board.

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Version: 1.1 © Stanley College	Approved on: 25-02-2026	Review Date: 08-12-2028 Page 2 of 6

Membership

- 3.4 The membership of the BOE shall consist of key teaching and support staff approved by the Academic Board:
- a. Chair, Dean - Higher Education
 - b. Academic Program Managers for each program being considered by the Board of Examiners
 - c. Unit co-ordinator representative(s), where available
 - d. Registrar
 - e. External member nominated by the Academic Board
- 3.5 Members requiring nomination will be appointed by the Academic Board. The term of office will be three years. Members may be re-appointed at the end of the term. A Deputy Chair may be an appointed position, or a Deputy can be elected from the membership if the Chair is absent.
- 3.6 Members shall undergo an induction process as outlined by the Academic Board.
- 3.7 The Chair may invite other attendees as appropriate to address particular topics or provide expert advice as required. These attendees will not be voting members.
- 3.8 Upon approval of the Chair where a member is unable to attend, a representative may be delegated and will be considered a voting member in the absent member's stead.
- 3.9 Casual vacancies will be filled by nominations being made from the BOE to the Academic Board for approval, ensuring that the expertise from the outgoing member is replaced. Persons appointed to fill a casual vacancy shall hold office from the time that person is appointed until the expiry of the term of that person's predecessor.

Code of Conduct

- 3.10 Members shall:
- a. Keep their comments to matters before the Board;
 - b. Attend meetings and be punctual;
 - c. Act in the best interests of Stanley College and not bring the College into disrepute;
 - d. Exercise appropriate care and diligence;
 - e. Not make false statements or falsify records;
 - f. Act appropriately to not gain advantage for themselves or others;
 - g. Not make offensive statements or comments or behave improperly;
 - h. Cease speaking when called to order by the Chair;
 - i. Declare any potential conflicts of interest and stand aside from discussions and voting on such matters deemed to be a conflict of interest;

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Location: NovaCore CMS\DMS\Stanley College Governance Drive\Terms of Reference\		
Version: 1.1 © Stanley College	Approved on: 25-02-2026	Review Date: 08-12-2028 Page 3 of 6

- j. Keep all matters in confidence and not disclose any matters of business to the general public, members of staff or other associates of Stanley College.

Quorum

- 3.11 The quorum for a meeting is more than half the membership. If a quorum has not been established after 15 minutes, then the Chair has the discretion to continue with the meeting or to cancel the meeting. Items of business at an inquorate meeting may be sent to members for approval out of session.

Meetings

- 3.12 The BOE shall meet at the end of each teaching period. Meetings may be conducted face-to-face or online via web conferencing or similar technology.

- 3.13 Meetings shall be held according to the Schedule determined by the Chair of the BOE in accordance with guidelines provided by the Academic Board or at other times such as:

- a. When specifically requested by the Chair of the BOE or the Academic Board. Not less than five (5) working days' notice shall be given.
- b. The Secretary will circulate an agenda and meeting papers at least five (5) working days before the meeting. The Chair may permit additional business to be added at the meeting if time permits.
- c. For out of session matters, a circular resolution may be circulated to members.

- 3.14 Conduct of meetings:

- a. The Chair shall conduct the meeting according to the standing orders; ensure order is maintained; and give members an opportunity to speak and vote on matters tabled at the meeting.
- b. The order of business shall follow the agenda unless agreed otherwise.
- c. Matters for debate or to move a motion must be on the agenda and seconded, unless otherwise approved.
- d. Voting shall be by show of hands unless a secret ballot is requested.
- e. Matters will be passed by a majority of members.
- f. The Chair shall have the deciding vote if there is a tie.
- g. Members may speak more than once at the discretion of the Chair.
- h. A motion may be amended or withdrawn with the consent of the members.
- i. When an amendment is before the Chair, discussion shall be confined to that amendment.
- j. No further amendments can be made if they are substantially the same, or if the amendment is a direct negative.

- 3.15 Adjournment: The Chair may adjourn the meeting from time to time with the consent of the BOE or if directed by the BOE. Business at the adjourned meeting shall be confined to business that

Document Name: Terms of Reference - Board of Examiners	TEQSA Provider ID: PRV14050	CRICOS Code: 03047E
Location: NovaCore CMS\DMS\Stanley College Governance Drive\Terms of Reference\		
Version: 1.1 © Stanley College	Approved on: 25-02-2026	Review Date: 08-12-2028 Page 4 of 6

was left unfinished at the meeting where the adjournment took place. If a meeting has been adjourned for more than ten (10) working days, notice shall be given as for an ordinary meeting.

Secretariat

- 3.16 A secretary will be appointed from within the College to distribute agendas and papers to members prior to meetings, and to record, prepare and distribute minutes and provide executive support. Agendas and papers for meetings will be distributed to members at least five (5) working days in advance of any meetings.
- 3.17 The Secretary shall accurately record the minutes of each meeting. Minutes of each meeting will be available for ratification by the Chair no later than five (5) working days after each meeting. Unconfirmed minutes will be distributed to members after approval by the Chair for approval at the next meeting.
- 3.18 The following details shall be recorded in the minutes:
- a. Date, time and venue of the meeting;
 - b. Names of members present and apologies and the name of the Chair;
 - c. An overview of discussions and business conducted; motions and outcomes of votes; action items and persons responsible;
 - d. Date, time and venue of next meeting.
- 3.19 The minutes of the preceding meeting shall be circulated to members. The Chair will:
- a. Seek confirmation of the minutes in their current state; or
 - b. Seek confirmation of the minutes with amendments;
 - c. Sign the confirmed minutes

Dismissal of members

3.20 Members are required to adhere to the Code of Conduct listed above. Non-compliance with the Code of Conduct could result in the removal of the individual/s from the Board. Such inappropriate conduct includes, but is not limited to:

- a. Not adhering to the Code of Conduct listed above
 - b. Not attending meetings; being unreliable; or not being punctual
 - c. Having a criminal record
 - d. Making commercial misrepresentations.
- 3.21 If a member's conduct is in question, and it appears to be a minor issue, then the Chair should contact the member and discuss the matter to determine if it can be resolved. If it cannot be resolved or the matter is deemed to be serious, then a formal notice should be sent by the Chair

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Version: 1.1 © Stanley College	Approved on: 25-02-2026	Review Date: 08-12-2028 Page 5 of 6

to the member outlining the issue. Evidence should be included where relevant, and/or details of a complaint if appropriate.

- 3.22 Members should be given an opportunity to respond to the notice. After the second written notice, the member is dismissed from the Board. Members may appeal the proposed action and should be given the opportunity to meet with the Academic Board. Members may bring a representative to any appeal meetings. The outcome of the appeals meeting is final.
- 3.23 If the matter is considered extremely serious, then only one notice is necessary; such as having a criminal record that has not been disclosed. Other disciplinary action may include temporary dismissal for a period of time.

Review of Terms of Reference

- 3.24 These Terms of Reference may be reviewed from time to time by the Academic Board.

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Version: 1.1 © Stanley College	Approved on: 25-02-2026	Review Date: 08-12-2028 Page 6 of 6