

## SUGGESTIONS FOR AGENDA AND MINUTES:

### Results

Suggestion for agenda;  
(Student representative to be excused from meeting for this item)

### 3.XX Results for Autumn and IH and (if relevant) Session/s

#### Attachments

Results for Autumn and 1H session 2009, including those for students who are not enrolled or who have sought special consideration, will be considered.

Attached for reference are:

- o the Assessment – Criteria and Standards Based Assessment Policy, (which applies to Level 1 and level 4 units);
- o the Assessment – Interim Policy (which applies to level 2, 3, 5 and 7 units);  
(may include Special consideration Policy as well if you'd like); and
- o (if relevant to your school) the *Assessment Summary Report* for each of the units to be considered.

**Special Consideration** (Non enrolled student results would be treated similarly)  
Recommendations of results outcomes for students who have applied for special consideration, as outlined in TRIM document D09/..... will be tabled for consideration.  
(Ensure that a table of recommendations is created prior to the meeting, which can be TRIMmed separately, so that names and ID numbers do not appear in agenda and minutes. Amendments can be made if required and reTRIMmed after the meeting)

### Suggestion for minutes:

### 3.XX Results for Autumn and IH and (if relevant) Session/s

The Committee considered results submitted by Unit Coordinators for Autumn <<and 1H>> 2009 units (would be good to list units here)

Variations to threshold marks or grades boundaries to effect redistribution of grades (where appropriate) for level 2, 3, 5 or 7 units) are noted below.

(examples only)

Re unit.....: the upper credit boundary was raised to 68 for this level X unit

Re unit..... this was noted to be an engaged level 3 unit. The high proportion of results at higher grades reflect excellent results in group work

Comments such as the following may be relevant to a unit of any level:

Re unit ..... the Unit Coordinator is recommending change of text/ assessment / outcomes..... for next session

Re unit..... it was decided that the Unit Coordinator and teaching team be congratulated on improved results and student engagement in the unit....

Re unit..... the results are not yet available due to.... They are expected to be available and will be considered by the Executive Committee on or around .....

Relevant information from the *Assessment Summary Reports* (if used by your school) can be used instead.

For student matters;

**Eg; Special consideration /Non enrolled students**

Recommendations contained within TRIM document D09.... relating to results for students who <<have applied for special consideration/ were not enrolled>> during Autumn 2009 were considered by the committee.

**(Where no changes to the recommendations are made and therefore, the document that was attached to the agenda is the final approved version....)**

**It was resolved (SxxAC 09/0X:XX):**

that the recommendations on <<applications for special consideration, submitted to the School of XXX, for Autumn session 2009, and as contained in TRIM document D09.... be endorsed, actioned and advised.

**(Where changes to any/ some / all of the recommendations were made and the document has to be reTRIMmed...)**

**It was resolved (SxxAC 09/0X:XX):**

that the decisions regarding <<applications for special consideration/ results for non enrolled students>>, for Autumn session 2009 (as considered, and in some instances varied from what was recommended), contained in TRIM document D09.... be actioned and advised.

“Once all results were considered,...

**It was resolved (SxxAC 09/0X:XX):**

to recommend the results for School of XXXXX units, (list if possible) undertaken in Autumn and 1H session 2009, to the College of YYY Education, Assessment and Progressions Committee.”