



UNIVERSITY COLLEGE DUBLIN

Sub-Committee of the Academic Council Committee on Examinations (ACCE)

*Approved by Academic Council Executive Committee on
6 February 2020*

Purpose and Function

In line with university Academic Regulations section 1.11, the Academic Council Committee for Examinations has been tasked with the following responsibility:

Where a Programme Examination Board and a School cannot agree on the grades submitted, whether for individual students or entire modules, the matter shall be referred to Academic Council or its relevant committee for adjudication.

In order to fulfil this function in a timely manner, the ACCE will establish a sub-committee, whose membership will assume responsibility on behalf of ACCE, to adjudicate where such disagreements arise between Programme Examination Boards and Schools.

Terms of Reference

The Sub-Committee shall, subject to review by the ACCE, discharge the following function:

- Adjudicate, on behalf of ACCE, on disagreements between Programme Examination Boards and Schools, where they cannot agree on the grades submitted, whether for individual students or entire modules.
- Following deliberations, convey a written outcome of their decision to the relevant Programme Examination Board and School in a timely manner.
- Report to ACCE after each meeting on the decisions reached.
- Make recommendations to the ACCE, for further escalation to the Academic Council where relevant, in relation to any issues or opportunities for enhancement identified arising from the matters they consider.

Composition

The sub-committee membership shall be drawn from the members of ACCE.

- Three members, selected from the ACCE membership, will be required to adjudicate on disagreements.
- Any conflict of interest (actual or perceived) should be avoided, therefore, where possible, members who adjudicate on matters should not be linked to the Programme or School from which the disagreement has been submitted. As such, the membership of the sub-committee may change depending on the matter being adjudicated.
- Gender balance is required.

Committee Chair

The Committee Chair shall be selected from the membership of the ACCE.

Conduct of Business

- The sub-committee will meet as required.
- Decision making will be made in a timely manner, based on submissions received from both parties.
- The members of the Committee may not nominate others to attend meetings on their behalf.
- The decision of the sub-committee is final.

Committee Support

The sub-committee shall be supported by Assessment, UCD Registry.

Reporting Responsibility

The sub-committee shall provide a report to ACCE after each meeting.