

**TERMS OF REFERENCE FOR
ASSESSMENT SUBCOMMITTEE**
A subcommittee of the Learning and Teaching Committee

Purpose:

To monitor and advise the Learning and Teaching Committee in relation to any matter associated with the conduct of assessment.

Responsibilities:

1. To develop and maintain an Assessment Framework that sustains a contemporary approach to assessment.
2. Advise the Learning and Teaching Committee on:
 - regulations, policies, procedures, and guidelines designed to enhance the quality, effectiveness and efficiency of assessment (including digital assessment);
 - the efficacy of Faculty Assessment and Moderation Plans;
 - the use of Artificial Intelligence in assessment and impacts on learning including Academic Integrity;
 - staff development needs in relation to assessment.
3. Provide advice on the conduct of tests.

Membership:

1. Academic Policy and Reviews Officer, Convener
2. Director, Centre for Academic Development
3. Senior Academic Policy Advisor or nominee
4. Two Associate Deans, Learning and Teaching
5. Two academic representatives from different Faculty Learning and Teaching Committees
6. Principal Adviser, Academic Integrity
7. Deputy Director, Te Pūrengi, Student Experience and Wellbeing
8. Associate Director, Student Success
9. Senior Exams Coordinator
10. Up to two representatives from VUWSA
11. One representative of PGSA
12. Secretary (from Academic Office)

Other members may be co-opted by the convenor. Where possible, diversity and equity considerations should be given to the composition of the subcommittee.

Approved: Learning and Teaching Committee, 15 June 2023