

Assessment and Regulatory Oversight Sub-Committee (AROSC) Terms of Reference and Membership 2024/25

The Assessment and Regulatory Oversight Sub-Committee is responsible for the oversight of the assessment framework of the University, advising College Education Committee and Academic Board on:

- The strategic development of assessment policy and regulation.
- The level of University compliance with the assessment framework.
- The level of University compliance with external regulatory bodies such as the Office for Students.
- The extent to which assessment policies are transparent, fair, impartial, consistent and compliant with the values of King's.

Terms of Reference

This is done via the following terms of reference:

1. Oversight of conditions of the Office for Students (OfS) Regulatory Framework:
 - B2 Resources and Support available assessment related
 - B3: Student Outcomes
 - B4: Assessment and Awards
 - B5: Sector recognised standards
2. Monitor and advise the College Education Committee on the academic policy and regulatory framework of the University, taking into account both the internal and external contexts, as they apply to academic standards.
3. Provide a forum for Faculty Assessment Board Chairs as well as SED colleagues/Associate Directors to contribute to and shape discussions around academic policy and assessment.
4. Examine progression and award data and make recommendations on any issues identified, taking into consideration the external context including the requirements of the Office for Students regulatory framework.
5. Monitor student attainment data, identifying areas where the attainment gap is enlarging for them to take action.
6. Oversight of Faculty Assessment Board/Assessment Sub-Board practices, receiving regular updates from Board chairs, along with an annual report of their activity.
7. Review and approve Mark Translation Schemes on a 3-year cycle.
8. Review and recommend approval of validated partners/bespoke partners academic regulations.

9. Review and recommend approval to Academic Board and/or College Education Committee:
 - Exemption requests to the regulations
 - University Academic Regulations
 - Regulations of our validated partners
 - Revisions to existing policies that relate to assessment
 - New policies that relate to assessment

10. The committee will receive annual reports and recommendation of actions where appropriate relating to:
 - Student conduct and appeals
 - Exemption requests
 - Revocations of awards
 - Exam, assessment and timetabling activities
 - Personalised Assessment Arrangements
 - Appointments of external examiners; and
 - Summarising external examiner reports (UG and PGT)
 - Progression and awards

Membership:

- Chaired by: Nominated by the Vice-President Education and Student Success (current chair is Anette Schroeder-Rossell)
- Deputy Chair: nominated by the Chair from among the members of the Sub-Committee
- Secretariat: Regulations Manager, Academic Regulations, Quality and Standards
- One Faculty member from each faculty (Chair of either UG or PGT Faculty of Assessment Board), nominated by the Dean/Vice Dean Education. One alternate is required per faculty too, and this should be the chair of the other Faculty Assessment Board.
- University Chief External Examiner
- Representative from King's Academy
- Director of Academic Quality
- Associate Director (Academic Regulations, Quality and Standards)
- Associate Director (Examinations, Assessment and Timetabling)
- Associate Director (Student Conduct and Appeals)
- Associate Directors Education (1 x Health, 1 x Arts and Sciences)
- KCSLU Sabbatical Officers: Vice President (Postgraduate), Vice-President for Education (Health) and Vice-President for Education (Arts and Sciences) – except for reserved business

In attendance

- Head of Academic Policy
- Head of Course Information
- Community Representation Coordinator (Academic), KCSLU
- Others to be invited when relevant to role e.g. Head of Examinations.