


#	POLICY TITLE	POLICY AREA:	VERSION:	DATE ADOPTED :
	<b>6.3 TEACHING, LEARNING AND ASSESSMENT BOARD: TOR</b>	6) ASSESSMENT OF LEARNERS	2.0	August 2020
<p><b>Introduction and Context</b></p> <p>The main function of the Teaching, Learning and Assessment Board is to support and develop innovative learning and teaching practices linked to assessment of programme and module outcomes. The Board recommends, to the Academic Board, any strategies, policy, approaches to teaching, learning, and assessment it considers will be beneficial to all programmes in the College.</p>				
<p><b>Terms of Reference:</b></p> <p><b>The Responsibilities of the Teaching, Learning and Assessment Board are to:</b></p> <ul style="list-style-type: none"> <li>- Facilitate best practice in teaching, learning and assessment by raising awareness of current initiatives;</li> <li>- Liaise with PD's on issues in teaching, learning, and assessment pertaining to their Programmes;</li> <li>- Liaise with Instructional Designer on issues in teaching, learning, and assessment pertaining to programmes college-wide;</li> <li>- Oversee academic standards for programmes in the College;</li> <li>- Promote staff professional development;</li> <li>- Promote academic integrity;</li> <li>- Organise learning and teaching workshops for staff;</li> <li>- Research best practice in teaching, learning and assessment in blended learning; v</li> <li>- Review the academic rules, regulations and assessment strategy for all programmes (assignments, examinations and assessment schedules);</li> <li>- Produce an Annual Report for the Academic Board;</li> </ul> <p>The Chairperson reviews these terms of reference every two years, in conjunction with the Academic Board and amends as appropriate; Any amendments are subject to ratification by the Academic Board.</p>				
<p><b>Decisions and Reporting Structure</b></p> <p>Decisions are normally made by consensus and where there is a tied vote, the Chairperson has the casting vote. Any matters for decision considered when the meeting is inquorate will be subsequently ratified at the next meeting before those decisions can be actioned.</p>				

The T, L &A Board reviews and makes decisions on assessment schedules and assignment briefs and examinations before they are sent to the external examiners. For all other activities it refers any suggested strategies or innovations to the Academic Board.

**Composition of the Teaching, Learning and Assessment Board:**

A Chairperson is elected for a two year period.

DQAA: [ex-officio]: Co-chair;

Instructional Designer: [ex-officio] Co-chair;

Programme Directors: [ex-officio];

Head of Examinations and Registrations[ex-officio];

Programme Managers;

**Frequency of Board Meetings:**

5 times per year. Normally at least once per quarter. A quorum is 50% of membership plus one

	Person/s Responsible	Records generated to ensure evidence of follow through
<b>Meetings:</b> <ul style="list-style-type: none"><li>- Agendas and associated documentation are distributed at least five working days before the meeting by the Chairperson;</li><li>- Members are notified of the location and time by the Chairperson;</li><li>- Any items for inclusion on the agenda must be sent to the Chairperson by a specified submission deadline;</li><li>- The Chairperson will keep minutes and circulate them to all members and include them in the agenda for the next meeting;</li></ul>	Chair       Members	Agenda       Minutes

### Policy Control Sheet

<b>Policy</b>	<b>QA 6.3: Terms of Reference, Teaching, Learning and Assessment Board</b>
<b>Version</b>	2.0
<b>Adopted/Effective</b>	August 2020
<b>Supersedes</b>	1.0
<b>Monitoring/ Next Review Date</b>	Every two years /August 2022
<b>Responsible Officer(s) Designated Reviewer(s)</b>	DQAA; PD's; Instructional Designer
<b>Scope</b>	Programme wide

### References

<b>SNMCI Policy area</b>	<b>6) Assessment of Learners: QA Vol 2</b>
<b>Developed with reference to</b>	<p>QQI, <i>Assessment and Standards</i> (2013)</p> <p><i>Green Paper on Assessment</i> (2018)</p> <p>ENQA, <i>European Standards and Guidelines for Quality Assurance in the European Education Area</i> (ENQA, 2015)</p> <p>QQI, <i>Effective Practice Guidelines for External Examining</i> (2015)</p> <p>HET <i>Core Validation Policy and Criteria</i> (2013)</p>
<b>Related SNMCI Policies / Forms</b>	

### Revision

<b>Revision Number</b>	<b>Revision Description</b>	<b>Originator</b>	<b>Approved By</b>
1.0 08/2020	General review to assess the impact of blended learning	DQAA	AB