

Quality Assurance

External Verification Processes

- The Curriculum Committee meets three times per year to *oversee the development, execution, and analysis of Colbourne College's program's curriculum and examinations.*
- The Examination Committee meets three times per year *to second mark examination scripts and term papers.*
- The Academic Board meets three times per year for the purpose of considering the advice of the Curriculum and Examination Committees regarding all academic matters and concerns in relations to the educational policy of Colbourne College, and to review and accept policies of high standards in teaching and research.
- The Executive Committee meets every six weeks to review and analyze financial matters and assist the Board in long-range strategic planning. It is empowered to act between the quarterly meetings of the full board, if necessary. At times, it is given specific authority to act on behalf of the full Board of Directors. The Executive Chairman of the Board sits on the Executive Committee, alongside the Chair of the Executive Committee, the Principal, the Business Development Manager and the Director of Students Affairs.
- The Board of Directors meets minimum of three times per year;
 1. In a joint meeting with the Academic Board where the Academic Report is presented.
 2. To facilitate the presentation of the Budget, and to accept the Executive Report.
 3. To review the on-going implementation of the Strategic Plan.

Meeting of the Curriculum Committee

Documentation required for use and record

1. External Verification of a Task/Assignment
2. Director of Curriculum's Report

Documentation required for review

The following documents are provided by the Principal

3. Internally Verified Examination Questions with mark scheme for (midterm examination) all courses to be assessed in the semester.
4. Internally Verified Research and Group Assignments with mark schemes (final examination) all courses to be assessed in the semester.
5. Internal Verification of Assignments Forms for each course (feedback form included) assessed by the Principal.
6. Sampling Plan – Internal Verification of Marking.
7. Syllabus for each course reviewing.
8. Any other reasonable request of the Committee

Curriculum Form: External Verification of a Task/Assignment

This document is completed by respective course specialists on the committee who review examination papers and research assignments in their designated expert areas against the course outline/syllabus and the expected assessment criteria of the program.

Curriculum Form: Director of Curriculum's Report

The Director of Curriculum's Report is submitted on the standard form provided by the College and compiles the report of the committee's subject specialists: - findings and recommendations. This document is submitted to the Chair, Executive Committee and copied to the Chair, Academic Committee and the Principal for follow-up action where required.

SUMMATION

The committee members are subject areas specialists to review the examinations, research assignments and mark schemes vetted by the Principal. The review considers course objectives, course requirements, student learning outcomes, resources requirements, and assessment and teaching methods. The College's Form for the External Verification of a Task/Assignment is used by each member to report performances and recommendations. The Director of Curriculum uses these to inform the Director's Report. All the Report Forms are signed and submitted to the Executive Chair at the end of meeting. The Director's Report is copied to the Academic Board, Executive Committee and the Faculty through the respective Chairs.

Meeting of the Examination Committee

- to second mark examination scripts and term papers, report on the findings, and make recommendations for improvements.

Documentation required for use and record

1. Second Marker's Report Form
2. Chief Examiner's Report Form

Documentation required for marking

The following documents are provided by the Principal

3. Externally Verified Examination Questions with mark scheme (midterm examination) all for courses to be assessed in the semester.
4. Externally Verified Research and Group Assignments with mark schemes (final examination) for all courses to be assessed in the semester.
5. Sampling Plan – Internal Verification of Marking.
6. Samples of Marked Scripts for Mid Term and Final Examinations.
7. Samples of Marked scripts for term Paper 1 Research Assignments.
8. Lecturer's Report for each course second marking.
9. Access to resource materials for marking (including the college's web lessons)

Second Marking Report Form

This document is completed by the respective course specialists who second mark examination scripts and research assignments in their designated expert areas against the requirements of the programme and the course marking.

Chief Examiner's Report

The Chief Examiner's Report is submitted on the standard form provided by the College and compiles the report of the markers: - findings and recommendations. This document is submitted with the Feedback Form included to the Chair, Executive Committee and copied to the Chair, Academic Committee and the Principal for follow-up action where required.

SUMMATION

The Examination Committee Members are subject areas specialists to second mark examination scripts and term papers, report on the findings, and make recommendations for improvements. Second Marking considers the requirements of the programme level and the courses marking. The College's Form for second marking is used by each marker to report performances and recommendations. The Chief examiner collects the completed forms to inform the Chief Examiner's Report. All the Report Forms are signed and submitted to the Executive Chair at the end of meeting. The EC's Report is copied to the Academic Board, Executive Committee and the Faculty through the respective Chairs.

**For new or modified curriculum to be scheduled or offered,
the curriculum MUST:**

1. be introduced or modified by the Curriculum Committee
2. be approved by the Academic Board
3. be included on the Board of Directors agenda for final approval of all curricula.
4. be published in the college catalog.

Colbourne Quality Assurance Forms and Documentation

[WEB LINKS](#) TO COLBOURNE FORMS FOR THE COMMITTEES

[Second Markers Report](#)

[Chief Examiners Report](#)

[Director of Curriculum Report](#)

[External Verification of Task Assignments](#)

[Internal Verification of Task Assignments](#)

[Governors Nomination Forms](#)

Documentation

[Courses Management and Internal Verification Processes](#)

[Terms of Reference Handbook](#)

[Meeting Schedules for 2012 - 2013](#)

[Credential of Governors](#)

[Curriculum Planning, Design, Implementation and Review - BBA](#)

[Students Prospectus 2012-2013](#)

[All Courses Description](#)

[Academic and Assessment Policy](#)

[Examination Fees and Policy](#)

Meeting Agenda for pending meetings are linked [here](#) when received from respective Chairs

Curriculum Committee, spring 2013

Examinations Committee, spring 2013

Academic Board, March 13

Strategic Planning and Finance Committee

Reports are linked [here](#) when received from respective Chairs

Director of Curriculum, spring 2013

Chief Examiner, spring 2013

Academic Board, 2013

Strategic Planning and Examination Committee, 2013

Strategic Plan 2012-2015