

**Academic Board Roles and Responsibilities**

1. Developing the policies and procedures to ensure academic and assessment quality and rigor.
2. Shall be actively involved in the design and development process of courses.
3. Approves newly designed and developed course or adoption of courses.
4. Endorses design and development outcomes if it is carried out by trained professional or experts
5. Approves any curriculum refinements made due to review processes.
6. Reviews at least once a year the design and development process.
7. Shall be actively involved in the curriculum planning process.
8. Shall be actively involved in the curriculum delivery and monitoring.
9. Shall be actively involved in the development of student learning.
10. Sets optimum teacher-student ratio (general) for various teaching mode on all courses.
11. Makes recommendations on requirements for conferral or granting academic awards.
12. Makes recommendations on requirements for admission to courses
13. Sets selection criteria and minimum qualification for all academic staff
14. Approves shortlisted academic staff before recruitment
15. Reviews at least once a year the selection criteria for academic staff.
16. Makes recommendations on matters pertaining to industry trends and best practices in learning / teaching /delivery & assessment.

**Examination Board Roles and Responsibilities**

1. Approves major (end of course or end of module) assessment or examinations.
2. Ensure the security of examination scripts and answer scripts.
3. Ensure the proper conduct of examinations and assessments.
4. Define and ensure the proper discharge of duties and responsibilities of invigilators and markers.
5. Conduct moderation of examination and assessment marks;
6. All assessment papers checked are approved by examination board.
7. Handle appeals from students with regards to examination or assessment matters.
8. Approves all award recommendation
9. Reviews at least once a year the Assessment Principles and Processes.
10. Reviews at least once a year the assessment result to improve grading and marking criteria
11. Reviews at least once a year Security and Confidentiality of Assessment Materials and Result
12. Reviews at least once a year Validity, reliability and fairness of assessment materials.