

EtonHouse®

International School

Academic Board Roles and Responsibilities

1. Developing the policies and procedures to ensure academic quality and rigor such as:
 - a. ensuring that the content and duration of the modules or subjects, as well as the entry and graduation requirements, of the course are appropriate; and
 - b. approving the deployment of teachers based on the requirements stipulated by the CPE.
2. Facilitating the PEI to implement and comply with the policies and procedures developed.
3. Reviewing, at least once every 2 years, the academic policies and procedures.
4. Actively involved in the design and development process of courses.
5. Approves newly designed and developed course or adoption of courses.
6. Endorses design and development outcomes if it is carried out by trained professional or experts
7. Approves any curriculum refinements made due to review processes.
8. Reviews at least once a year the design and development process.
9. Shall be actively involved in the curriculum planning process.
10. Shall be actively involved in the curriculum delivery and monitoring.
11. Shall be actively involved in the development of student learning.
12. Sets optimum teacher-student ratio (general) for various teaching mode on all courses.
13. Makes recommendations on requirements for conferral or granting academic awards.
14. Makes recommendations on requirements for admission to courses
15. Sets selection criteria and minimum qualification for all academic staff
16. Approves shortlisted academic staff before recruitment
17. Reviews at least once a year the selection criteria for academic staff.
18. Makes recommendations on matters pertaining to industry trends and best practices in learning/teaching/delivery & assessment.

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Examination Board Roles and Responsibilities

1. Ensuring the security of examination scripts and answer scripts.
2. Ensuring the proper conduct of examinations and assessments.
3. Defining and ensuring the proper discharge of duties and responsibilities of invigilators and markers.
4. Conducting moderation of examination and assessment marks.
5. Handling appeals from students with regards to examination or assessment matters
6. Approving major (end of course or end of module) assessment or examinations.
7. Ensuring all assessment papers checked are approved by the examination board.
8. Approving all award recommendation
9. Reviewing at least once a year the assessment Principles and processes.
10. Reviewing at least once a year the assessment result to improve grading and marking criteria.
11. Reviewing at least once a year security and confidentiality of assessment materials and results.
12. Reviewing at least once a year validity, reliability and fairness of assessment materials.