

Academic Calibration Procedure

Printed copies are for reference only. Please refer to the electronic copy in the Policy and Procedure Manager (PPM), the electronic policy management system (EPMS), to ensure you are referring to the latest version.

Policy Supported:

[Curriculum Policy](#)

Audience:

Academic Staff

Objectives:

- To ensure that academic calibrations are integrated into the continuous improvement processes of the University
- To ensure that the results of academic calibrations are used within disciplines to drive curriculum improvements
- To ensure that academic calibrations are conducted in a systematic and timely manner across all disciplines

Definitions:

Any defined terms below are specific to this document. The definition of common terms appears in the Murdoch University Dictionary of Terms.

- “IRU” means Innovative Research Universities

Implementation Steps for Outgoing Calibrations:

1. The Academic Calibration Coordinator (ACC) prepares and updates a three-year calibration schedule annually for the Academic Quality Committee (AQC) and Academic Council (AC). The number of calibrations to be undertaken each year is a percentage of the taught units and is approved by the Academic Quality Committee. The schedule is submitted to Academic Council for noting.
2. The ACC is responsible for managing the academic calibration process across the University. The College Deans Learning and Teaching are responsible for managing the selection of units for calibration within each college, depending on the strategic needs of the disciplines. This may be delegated to Heads of Discipline or Learning and Teaching Leads, but the strategic responsibility remains with the Dean Learning and Teaching.

3. The ACC provides the opportunity to meet with all Unit Coordinators of units selected for calibration to outline the requirements of the assessment sample.
4. The Unit Coordinator is responsible for providing the required unit information and assessment items as per the agreed IRU procedure and as advised by the ACC.
5. The ACC liaises with the ACCs of other IRUs to obtain a suitable calibrator. All calibrator nominations will be forwarded by the ACC to the Unit Coordinator and the Head of Discipline. It is not expected that a calibrator will necessarily have taught an exact unit but will have sufficient discipline knowledge to provide feedback on the unit.
6. The ACC uploads the assessment sample and accompanying University documentation, in accordance with IRU guidelines to Cloudstor and Calibrate platforms.
7. On completion, the calibration report is sent by the ACC to the Unit Coordinator, the Head of Discipline and the Dean Learning and Teaching. The Unit Coordinator has up to two weeks after receipt of the report to seek clarification through the ACC on any of the content or recommendations. After two weeks, the calibration job will be closed and no further amendments can be made.
8. Within four weeks of its receipt, the Unit Coordinator will provide a written response to the final report, which will be tabled, along with the report at the Discipline's Board of Study for discussion and further action if required.
9. The ACC will report annually to the AQC on the number of calibrations undertaken and give an overview of the results of the calibration reports. The report will be provided to the UEC and Academic Council for noting.

Implementation Steps for Outgoing Calibrations:

10. The ACC is responsible for managing the incoming requests for academic calibrations within the University. All requests will be forwarded to the Head of Discipline, or nominated other, to liaise with academic staff and nominate a suitable academic to undertake the calibration.
11. The Dean Learning and Teaching has strategic responsibility for the promotion of undertaking academic calibrations for IRU universities, with the expectation that the University will nominate, at minimum, an equal number of academics to undertake calibrations, as are being forwarded for calibration.
12. All academic nominations will be managed by the ACC on receipt of the nominating academic's curriculum vitae or confirmation that their electronic profile is up to date. Academics will be notified by the ACC whether or not they have been selected.
13. All incoming calibration packages are checked by the ACC before forwarding to the calibrator. Any questions are to be directed to the ACC for support and guidance.

Performance Indicators:

- The number of calibrations conducted is in line with the target agreed annually by the Academic Quality Committee.
- The number of academic staff nominating to undertake calibrations is equal to the number of calibrations requested.

Related Documents:

<https://www.iru.edu.au/action/calibration/>

<http://www.murdoch.edu.au/Curriculum-and-Academic-Policy/Quality-Assurance/Academic-Calibration/>

References:

IRU ACP Calibrator Guide

IRU ACP FAQ for Prospective Participants

IRU ACP School and Faculty Guide

IRU ACP Unit Coordinator Guide

Approval and Implementation:

Approval Authority:	Director Academic Quality, Course Management and Policy
Responsible Officer(s):	Manager, Quality Assurance
Contact Officer:	Quality Assurance Coordinator

Revision History:

Approved/ Amended/ Rescinded	Date Approved	Effective Date	Next Review Date	Resolution No. (if applicable)
Approved	24/02/2020		24/02/2023	
Noted by AQC	19/11/2019			