Moderation flowchart

1. Lecturer(s) design assessment items and write assessment criteria (and marking scheme)
   - Considers learning objectives, fairness, contextualisation and clarity

2. Scrutiny of assessment items by colleagues/course team/external examiner

3. Communication of assessment criteria and marking scheme to markers and students

4. Students complete assessment items

5. Lecturers mark completed assessment

6. Second marking
   - Representative sample \( n \pm 5 \) fails
   OR
   - Double marking (e.g. dissertations and high value assignments)

7. Markers agree on final marks (with third marker involved if dispute)

8. Intra-module moderation
   - Checking for consistency of marking and standards across modules which are offered more than once during the year or at different campuses

9. External examiner receives an agreed sample of items for all modules (not usually applicable to Year 1 works)

10. Examination/Assessment board
    - Considers and agrees all marks. Reviews mark profiles and consider unexpected or inconsistent patterns in student performance across modules and student groups.

11. Marks/grades released to students

12. Review of assessment with reference to examination board data and examiner, staff and student feedback to inform future assessment processes