

# SAMPLE MODERATION POLICY

## 1. Definitions

### 1.1 Moderation

The following Procedures comply with the definition of 'Moderation' articulated in the University's Student Assessment Policy (see 6. Definitions)

### 1.2 Assessment Kit

#### a. Assessment Tasks

Details of the individual assessment items required to be completed for a unit.

#### b. Marking Criteria

Details of the performance criteria that if met, will result in a particular mark/grade for an assessment item.

#### c. Grading Standards

The descriptions of the standards expected for each grade i.e. Pass, Credit, Distinction, High Distinction.

#### d. Marker's Guide

The guide provided to markers by the Unit Assessor detailing the requirements for the assessment item and the marks/grades associated with each requirement

#### e. Student Feedback Sheet

The sheet on which student feedback is provided for each assessment item. This sheet is returned to students with their marked/graded assessment item

#### f. Exemplars (may be provided)

Examples of answers to past or equivalent assessment items that provide a guide to the marker for the level of requirement for each mark/grade.

### 1.3 Terms

'Licensed Provider' means the partner with whom the University has contracted to deliver the its courses

'University UA' means the University's Unit Assessor

'Local Lecturer' means the lecturer, tutor and/or marker employed by the Licensed Provider to teach and/or mark the University unit

## 2. Provision of materials and Early Contact

2.1. A master copy of course materials is distributed to Licensed Provider who distributes to Local Lecturers and students (where relevant). Course materials include items a-c. of the Assessment Kit.

2.2. The University UA contacts the Local Lecturer in Week 1 of the teaching period for the purpose of early discussion about the unit content and assessment and to resolve any queries or issues about the delivery of the unit. If there is NO reply to email contact, the UA must inform the relevant administrative unit who will follow up with the Licensed Provider. If there is still no contact by the Local Lecturer, the UA must raise the issue with the University Course Coordinator (see 5. below).

- 2.3 It is expected that all students will have access to the University website for the relevant units and this must be reinforced by the UA to the Local Lecturer.

### **3. Assignments**

#### **Assignment 1**

- 3.1 The UA distributes items d. and e. from the Assessment Kit to the Local Lecturer. Item f. of the Assessment Kit can be supplied also. Item d. the Marking Guide should be provided as close as possible to the due date of the assessment item, preferably on the due date of the assessment item.
- 3.2 Within 4 working days after the due date for assignment 1, the Local Lecturer will submit to the UA an electronic sample of a minimum of 5 marked/graded assignments, including student feedback, that represent a cross-section of standards.
- 3.3. Within 3 working days of receipt of the sample marked/graded assignments provided under item 3.2 above, the UA will co-mark the sample and provide feedback on the marking and the quality and quantity of student feedback to the Local Lecturer. The UA may determine that a greater sample is required at this time and seek further samples from the Local Lecturer. The UA may adjust marks/grades for the sample where necessary and advise the Local Lecturer to adjust the marking/grading accordingly.
- 3.4 At the end of the marking period (usually 10 working days from the due date for the assignment) the Local Lecturer will submit to the UA a marksheet setting out the marks/grades for assignment 1 for all students enrolled in the unit. The UA will review the marksheet. If the UA is satisfied with the allocation of marks/grades they will advise the Local Lecturer to return the marked assignments to students.

If the UA is not satisfied with the allocation of marks/grades, they should discuss the matter with the Local Lecturer and if necessary and in consultation with the Course Coordinator, seek to have all, or some of, the marked assignments sent to by the Licensed Provider for review. The UA may allocate new marks/grades after remarking. Once the UA is satisfied with the allocation of marks/grades they will advise the Local Lecturer to return the assignments with the revised marks/grades to students.

The Course Coordinator should report any unresolvable issues with the marking/grading standards of Local Lecturers to the Head of School who may choose to take up the issue with the Licensed Provider (see 5. below).

#### **Assignment 2**

Repeat items 3.1-3.4 above.

## 4. Exams

- 4.1 The UA must ensure the Local Lecturer is provided with relevant information relating to the examination and assist the Local Lecturer and students with guidance on the format and relevant study areas for the examination. The UA must ensure updates and advice are provided consistently to all cohorts enrolled in the unit.
- 4.2 Examination papers will be provided to the Licensed Provider as close as possible to the examination date and in a manner prescribed by to ensure appropriate security.

### Where exams are marked by the Local Lecturer

- 4.3. The UA provides item d. from the Assessment Kit to the Administrative Officer who will provide it to the Licensed Provider. The marking guide is not to be released to the Local Lecturer prior to the commencement of the examination.
- 4.4. Completed exam scripts are to be provided to the UA in one of the following ways:
- i) The Local Lecturer marks 100% of the exam scripts and submits the marksheet to the nominated staff member at within the agreed period. The University will select a sample of 10 or 10% of students , whichever is the greater, for their scripts to be forwarded to the University for sample marking and advise the Licensed Provider ; OR
  - ii) The Local Lecturer marks 100% of the exam scripts and submits the marksheet **and all of the exam scripts** to the nominated staff member at the University within the agreed period. The University will select a sample of 10 or 10% of the marked exam scripts, whichever is the greater, for sample marking.
- 4.5 If the UA is not satisfied with the allocation of grades following sample marking, they may determine that all exam papers need to be double marked. Where double marking of examination papers is required, the UA will request the papers from the Local Lecturer if required and must inform the Course Coordinator. Where adjustments to examination marks/grades are deemed necessary by the UA the final determination is to be made by the University UA.

The University Course Coordinator should report any ongoing issues with the marking standards of Local Lecturers to the Head of School who may choose to take up the issue with the Licensed Provider (see 5. below). The Head of School may also require that the Licensed Provider meet any costs associated with additional marking that is outside the arrangements specified in the Agreement between and the Licensed Provider

The UA is responsible for recommending the final grades for the unit. A students' final grade represent the sum of the marks/grades achieved in each assessment task outlined in the assessment kit and correspond to the percentages outlined in rule 3.10(a) of the University Handbook. .

## **5. Control Processes**

### **5.1 Moderation Report**

The UA completes the moderation report for each location at the end of the teaching period (see attachment 1) which reports on the moderation outcomes, including a recommendation about whether the Local Lecturer should be used in the future and submits the report to the Course Coordinator. The UA is responsible for providing feedback to the Local Lecturer.

The Course Coordinator/HOS is responsible for providing feedback to the Licensed Provider, including discussion of any issues arising.

The UA will submit the final grades for the unit to their relevant Board of Assessors. In accordance with Rule 1.1 and Rule 3.12 of the University's Rules Relating to Awards, the Board will determine the final grades for the unit.

### **5.2 Responsibility of the Licensed Provider and the University Follow-up**

The Licensed Provider is responsible for ensuring Local Lecturers are available and able to meet the delivery and marking requirements for the units. If the Local Lecturer fails to contact the UA when required or does not meet the required deadlines for the provision of sample assignments required, the Course Coordinator may choose to discuss the issue with the Licensed Provider or report the issue to the Head of School who will raise the issue with the Licensed Provider.

If a Local Lecturer consistently marks outside the agreed standards for the assessment tasks and does not comply with the advice provided by the UA, the Course Coordinator must report the issue to the Head of School. The Head of School reserves the right to advise the Licensed Provider following the final exam that the Local Lecturer is not suitable to teach the unit and must be replaced for the next offering of the unit at that location. The Licensed Provider may also be required to pay any additional costs associated with double marking.

If an unsuitable Local Lecturer continues to be hired by a Licensed Provider following advice that they are not suitable, the UA or Course Coordinator must report the matter to the Head of School immediately who will take up the issue with the Licensed Provider and with the Executive Dean.

## **6. Variations**

Any variation to this Faculty Standard **must** have Head of School approval in writing.