Moderation of Assessment Procedure

1. Purpose

This procedure describes the processes to support the implementation of the Moderation of Assessment Policy

2. Scope

This procedure applies to all assessable units within courses.

3. Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Moderation of Assessment</td>
<td>Moderation is a quality assurance process by which an individual or group not involved in setting or marking an assessment task confirms that assessment is continuously conducted with accuracy, consistency and fairness. Moderation contributes to the continuous improvement of assessment practices and to sharing good practice among colleagues.</td>
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<tr>
<td>Moderation</td>
<td>A process undertaken either by a member of the Institute’s academic staff, or by an academic external to the Institute who is not directly responsible for setting or marking assessment tasks in that unit.</td>
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<tr>
<td>Pre-Assessment Moderation</td>
<td>Validates the appropriateness, fairness, clarity, accuracy and standard of assessment tasks and materials before they are used for assessment.</td>
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<tr>
<td>Post-Assessment Moderation</td>
<td>Checks marking by moderating a designated sample of marked student work to ensure that markers are making consistent and accurate assessment decisions in accordance with published assessment criteria.</td>
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<td>Moderator</td>
<td>A person, apart from the person who has set or marked the assessment task, who is responsible for ensuring the quality of setting and/or marking of student assessment.</td>
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<tr>
<td>Assessment Task</td>
<td>Specific, discrete learning activities or exercises designed to obtain evidence about the achievement of students in relation to the published learning outcomes of a unit.</td>
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<tr>
<td>Published Learning Outcomes</td>
<td>The intended unit objectives provided in writing to students in the unit description prior to the commencement of teaching the unit. These unit objectives serve as a reference point for the pre-assessment moderation of assessment tasks.</td>
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<tr>
<td>Published Assessment Criteria</td>
<td>The criteria against which the performance of students will be judged. The criteria will be made available in writing to students in the Unit Description.</td>
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4. Actions

This procedure should be read in conjunction with the Institute’s policy on moderation of assessment and the policy and procedure on assessment, including the guiding principles, alignment, assessable tasks, assistance for students, feedback and security and confidentiality contained in the assessment policy and procedure.

4.1. Pre-assessment Moderation in Undergraduate and Postgraduate Courses

4.1.1. Designated assessment tasks in all units will be subject to pre-assessment moderation each time the unit is offered. Designated assessment tasks will be so designated by the unit co-ordinator in consultation with the unit lecturers at least two weeks prior to the commencement of the trimester. These decisions will be transmitted in writing to the relevant Head of School.

4.1.2. The Head of School, in conjunction with the Course and Unit Co-ordinators will appoint pre-assessment internal moderators for each unit two weeks prior to the commencement of each trimester. Internal moderators will be provided with the unit description at that time. The internal moderator will then provide the unit lecturer/co-ordinator with comments/advice prior to the distribution of the unit description to students in week one of the trimester. Moderators will be appointed from within and among academic staff employed by the Institute. Each moderator will have access to a Pre-Assessment Moderation of Assessable Tasks template [Attachment 1] which the moderator will complete and lodge with both the unit co-ordinator and the Head of School no later than one week after receiving them.

4.1.3. For each unit the end of trimester examination will be subject to pre-assessment moderation as will the major within-trimester assessment task. The determination of which assessment task will be the major within-trimester assessment task will rest with the unit co-ordinator. Other assessable tasks may be subject to pre-assessment moderation if so deemed by the respective Head of School.

4.1.4. The Heads of School will keep a record of the moderated units including a record of the moderator’s evaluation of the particular assessable tasks.

4.1.5. At the end of each trimester, the Heads of School will analyse the trimester’s moderation activities and place it on the School Committee’s agenda for discussion and resolution.

4.1.6. Following the meeting of the School Committees, the Heads of School will provide the Chair of the Teaching and Learning Committee with a summary of that trimester’s pre-assessment moderation.
4.2. Post-assessment Moderation in Undergraduate and Postgraduate Courses

4.2.1. Designated assessment tasks in all units will be subject to post-assessment moderation by internal moderators each time a unit is offered and by external moderators every third time a unit is offered. Designated assessment tasks for each unit will be so designated by the relevant Unit Co-ordinator in consultation with the unit lecturers.

4.2.2. Four weeks prior to the commencement of a particular trimester, the Heads of School will construct a schedule stating which units will be externally moderated in the coming trimester. The schedule will be forwarded to Course and Unit co-ordinators and to the Chair of the Teaching and Learning Committee.

4.2.3. The Heads of School, in conjunction with the Course and Unit Co-ordinators will appoint post-assessment internal moderators for each unit two weeks prior to the commencement of each trimester. Internal moderators will be appointed from within and among academic staff employed by the Institute. Each moderator will be provided with the designated assessment tasks, a marking guide for each designated assessment task and the Post-Assessment Moderation of Assessable Tasks template [Attachment 2] which the moderator will complete and lodge with both the unit co-ordinator and the Head of School. Moderators may request additional material from the unit co-ordinator if required. The moderators will lodge their completed template with the unit co-ordinator within one week of the receipt of the students’ assessment papers and other associated material.

4.2.4. The Heads of School, in conjunction with the Course and Unit Co-ordinators will also appoint post-assessment external moderators two weeks prior to the commencement of each trimester for each unit scheduled for moderation in that trimester. External moderators will be provided with the designated assessment tasks, a marking guide for each designated assessment task and will use the same template as is used by internal moderators to complete and lodge with the unit co-ordinator and the Head of School [See attachment 2]. Moderators may request additional material from the unit co-ordinator if required. The moderators will lodge their completed template with the unit co-ordinator within one week of the receipt of the students’ assessment papers and other associated material.

4.2.5. For each unit, the end of trimester examination will be subject to post-assessment moderation by internal moderators as will the major within-trimester assessment task. Other assessable tasks may be subject to post-assessment internal moderation if so deemed by the respective Head of School.

4.2.6. For units scheduled for post-assessment moderation by external moderators, the end of trimester examination will be moderated as will the major within-trimester assessment task.

4.2.7. For both internal and external post-assessment moderation a representative sample of students’ papers will be evaluated. Care will also be taken to ensure
that a range of grades is included in the sample. The sample will be at least 10 percent of the papers or no less than 5 where the enrolment is up to 50 students.

4.2.8. As post-assessment moderation is seen as a formative exercise, grades awarded by the lecturer will not be altered by either the internal or external moderator’s evaluation. Such evaluations are to be used to provide the lecturer, unit co-ordinator and the Head of School with a feedback mechanism to better assess the performance of students taking the unit in future trimesters.

4.2.9. The Heads of School will keep a record of the moderated units including a record of the moderator’s evaluation of the particular assessable tasks.

4.2.10. At the end of each trimester, the Heads of School will analyse the trimester’s moderation activities and place it on the School Committee’s agenda for discussion and resolution. For any unit variations of greater than 5 percent between the moderator’s and the lecturer’s evaluation will be specifically addressed at the meeting.

4.2.11. Following the meeting of the School Committees, the Heads of School will provide the Chair of the Teaching and Learning Committee with a summary of that trimester’s post-assessment moderation.

5. Responsibility

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6. Legislative Context

This procedure operates within the context of the Institute’s Statute 1.3 and its associated Regulations and policies.

7. Associated Documents

- Statute 1.3-Assessment
- Regulation 1.3.1-Assessment
- Assessment Policy
- Assessment Procedure
- Moderation of Assessment Policy
8. Implementation

The Moderation of Assessment Procedure is to be implemented throughout the Institute in the form of an announcement on the Institute’s website and within the Institute’s Policies and Procedures Section of the Institute’s website.