

		<b>Ref No.</b>	<b>9 - 02</b>
		<b>Version No.</b>	<b>10</b>
		<b>Date Issued</b>	<b>10 June 2010</b>
<b>Title</b>	<b>MODERATION OF ASSESSMENT</b>		
<b>Responsibility</b>	<b>Academic Quality Programme Manager</b>		

## 1. PURPOSE

To ensure that all summative assessments undertaken as part of a Telford programme of study/qualification are effectively moderated and meet both internal requirements and/or the requirements of the Standard Setting Body.

## 2. APPLICATION

This Policy and Procedure applies to all summative assessments that are conducted by Telford staff members or on behalf of Telford.

## 3. DEFINITIONS

### **Programme Coordinator**

A generic title to represent the individual in a position or role with overall responsibility for a programme of study or individual qualification

## 4. STATUTORY OBLIGATIONS

Nil.

## 5. POLICY

- 5.1 The Academic Director is responsible for overseeing all aspects of internal and external moderation and compliance with external moderation action plans.
- 5.2 Programme Coordinators are responsible for ensuring moderation assessment material is available and that it meets moderation requirements.
- 5.3 Tutors are responsible for actively participating in and implementing the requirements of this Policy and Procedure.

### **External Moderation**

- 5.4 External moderation is undertaken as a requirement of Telford's accreditation to assess against the National Qualification Framework.
- 5.5 External moderation is guided overall by the relevant Industry Training Organisation (ITO) or National Standards Setting Body (NSSB).
- 5.6 Non-Unit Standard based courses will be externally moderated by contracted subject experts.

### **Internal Moderation**

- 5.7 Internal moderation at Telford comprises the comparison and adjustment of assessment tasks and assessment outcomes to ensure consistency of assessment with the relevant assessment standard.
- 5.8 As part of this policy academic staff employed by Telford will provide a sample of their

assessment tasks for moderation, to ensure consistency with required standards.

## 6. PROCEDURE

### Internal Moderation Procedure

- 6.1 The Academic Director will determine the assessments for moderation and will indicate the staff who will undertake the moderation.
- 6.2 The moderator undertaking the moderation will check the assessment task and marking schedule against the criteria on the Moderation Form (A9 – 02A Internal Moderation Form). If satisfied, the moderator will approve the assessment. If not satisfied he or she will make suggestions for improvements that need to be made.
- 6.3 Moderated Student Work – Theory Assessments: Once the assessment task has been marked the moderator will ensure that the assessment task has been marked at a standard appropriate for the level of the programme of study/qualification and that the assessment schedule is complied with.
- 6.4 Moderated Student Work – Practical Assessments: For practical assessments the moderator will need to view at least three of the students being assessed per tutor to ensure compliance with the assessment schedule and that the assessment task is being marked at a standard appropriate to the level of the programme of study/qualification.
- 6.5 When the moderator has completed the task he or she will report the results of the moderation using the Telford Moderation Form (A9 – 02A Internal Moderation Form), and will give a copy to the Academic Director.
- 6.6 The agreed changes will be documented into the Moderation Action Plan and will be managed and monitored by the Academic Director.

### External Moderation Procedure

- 6.7 The Academic Director will coordinate the external moderation.
- 6.8 Material required for external moderation will be recorded into the Moderation Action Plan. When results of external moderation are received – including from sub-contractors delivering on behalf of Telford – this information will also be entered into the Action Plan, and those responsible for any remedial actions – Programme Coordinators - will be notified.
- 6.9 When the remedial action has been completed, the results will be reported to the Academic Director. The completed action will be documented in the Moderation Action Plan. The Moderation Action Plan will be monitored by the Academic Board.

### Summary Moderation Reports

- 6.10 The Annual Qualification Report will include a summary of all internal and external moderation outcomes.
- 6.11 The Academic Director will summarise the previous year's moderation activities within an Annual Moderation Report to the Academic Board, at which point the Academic Board will confirm the completion or otherwise of the moderation process.

## 7. RECORD MANAGEMENT

Record	Responsibility	Filed	Retention Time
Moderation Action Plan	Academic Director	AD's Office	18 months
Internal/External Reports	Academic Director	Academic Director's Office	7 Years
Annual Moderation Report	Academic Director	Academic Director's Office	7 Years

## 8. ASSOCIATED DOCUMENTS

Reference	Document Title
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<b>REVISION HISTORY</b>			
<b>Version</b>	<b>Description of Change</b>	<b>Author</b>	<b>Effective Date</b>
0	New document.	M. Bowen	1 April 1996
1	Modification to account for practical assessment.	M. Bowen	6 Feb 1998
2	Triennial review.	M. Bowen	August 2001
3	Triennial review.	L. Johnston	November 2003
4	Re-formatted.	L. Johnston	April 2004
5	Triennial review.	QMS Team	April 2006
6	Alignment of the QMS with actual practices at Telford in response to the ITPQuality Audit Report, April 2007. Positions of responsibility updated, clause 8 added. Minor editing and re-formatting.	QMS Policy Review Committee	1 March 2008
7	Triennial Review – minor editing and re-formatting	QMS Policy Review Committee	19 March 2009
8	Changes to separate Internal and External Moderation	QMS Policy Review Committee	17 September 2009
9	Minor change not taken up by Academic Board	Arahanga Associates	22 October 2009
10	Minor changes to improve clarity	QMS Policy Review Committee	10 June 2010