

Internal Moderation

The School has a robust internal and external moderation system, which we have for reasons of best practice and QA compliance.

Internal moderation is the School's key internal mechanism that ensures grades awarded to students are consistently applied across the course. The aims of internal moderation are:

- to ensure an assessment has been graded in line with the stated assessment criteria;
- to assure internal consistency of assessment within a course;
- to provide assurance for students of fairness and equality of grading for all students.

All Faculty ("core" and affiliate) are expected to moderate a similar number of streams/courses as they teach. For example, if a faculty member teaches 2 streams/courses, they are expected to moderate 2 streams/courses taught by a colleague, ideally within the same term.

The role of the internal moderator

Internal moderators are required to familiarise themselves with the assessment and assessment criteria prior to reviewing the students' submissions. The Faculty Assistant responsible for the course will provide the following:

- A Folder labelled *Materials*, which includes
 - o The Assignment Instructions
 - o Assessment Criteria (if available)
 - o The Gradesheet
- A Folder labelled *Submissions*, which includes
 - o Sample of Assignments to be Moderated and Feedback
- Internal Moderation report

The internal moderator will review the students' submissions and the grades provided and determine if they are fair and consistent across the sample provided. They will be asked to confirm the following:

- Grades are fair and consistent across the course, or
- It is recommended that all grades be increased by (x)% because..., or
- It is recommended that all grades be decreased by (x)% because....

The internal moderator's role is not to suggest amendments to an individual student's grade, as this would not be fair to other students that were not included in the sample. Therefore, they may only comment on the sample as a whole. Any suggested amendments would need to be applied to the whole class.

The moderator should provide a reason for any suggested grade amendments. In cases where the instructor and the moderator do not agree on the suggested amendment, the Subject Area Chair and/or Academic Director will be asked to take a final decision.

Where grading is completed by a Teaching Assistant, the instructor remains ultimately responsible for ensuring that grading is correct and should check, at minimum, all fails as well as those students who fall either side of grade boundaries.

Process

1. Faculty Allocation and Communication:

- SAM will allocate internal moderators to courses at the start of the academic year.
- Allocations to be communicated via email to faculty members.

2. IM Timelines and Communication:

- At the beginning of the AY, the responsible Faculty Assistant (FA) to create calendar appointments on internal moderator's calendar, blocking the period of the course end date + 14 days as an initial hold for internal moderation.
 - Faculty members to inform responsible FA with SAM in cc of any extenuating circumstances to facilitate timely adjustments.
- Responsible FA will adjust the original calendar appointment to account for updated IM timelines received by the Assessment Team. This usually occurs 2 days before the start of the course.
- The settings of the calendar appointment will be revised by FA to ensure Faculty are reminded 1 week before IM is due.

3. Handling Marking Delays:

- If the marking process is delayed, the responsible FAs will update the assigned moderator via email and via the calendar invitations. Should the revised deadlines not work for the assigned moderator, faculty to communicate this to responsible FA with SAM in cc.
- If the IM process is delayed, the assigned moderator is responsible for informing the responsible FA with SAM in cc.

4. Handling unavailability to moderate:

- Given the advance notice, we trust faculty will be able to moderate assigned courses.
- However, if faculty are no longer able to commit to their assigned course due to an extenuating circumstance, please inform responsible FA and SAM as soon as possible.
- Any changes will be logged, please be aware that you will be the first point of call should cover be required elsewhere.