

MODERATION POLICY

Purpose The purpose of this policy is to detail The College of Law Limited's (College) moderation of assessments.

Applicability This policy applies to all College lecturers, other employees and external contractors involved in the moderation of assessment.

Policy There are several aspects to the College's Moderation Policy with the fundamental principles being:

- moderation is a key part of our academic quality control;
- internal moderation is critical to ensure student equity across assessors in all Programs and across streams of the PLT Program;
- external moderation is critical to ensure quality control in accordance with industry standards
- given the large volume of assessments it is not possible to formally moderate every exam script or assessment sheet so informal moderation is undertaken by Program Directors and external moderation is achieved by sampling in accordance with a formula;
- the data and information accumulated via the moderation system is used by the Group Course Committee (GCC) and the Academic Board (COLAB) to inform the improvement of Programs and their delivery.

Subordinate to these principles are procedures concerned with:

- moderating exams
 - external moderation
 - establishing grade distributions, and
 - dealing with information obtained via the moderation process.
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Moderation by Program Directors The first phase in the internal moderation system is achieved by Program Directors scrutinising cohort results in single assessment events in order to detect anomalies in the normal grade distribution. Where anomalies are detected, the Program Director should sample mark a couple of exams (or have them marked by a senior lecturer) in

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order to determine whether a full remark of the entire cohort is warranted. This must be done prior to publication of marks.

External Moderation

External moderation is the process via which we get external input into the integrity of our assessment system. External moderators, working with the College's external Moderation Template, give input into:

- the fairness of markers against the markers' guides;
- consistent approach of markers;
- appropriateness of what we are assessing;
- the accuracy and clarity of assessment instruments and markers' guides; and
- how assessment instruments and markers' guides might be improved
- the appropriateness of the curriculum.

The annual completion of the Moderation Template results in a report which is given to the Program Director to consider and take appropriate action. Such action regularly results in amendments to exams and markers' guides.

PLT

After Rejuvenation 1, moderation focuses on Multiple Choice Test instruments and Elective written submissions.

ALP

ALP continues to moderate samples of all assessments.

Selection of External Moderators

External Moderators can be either legal academics or practitioners. One External Moderator should be used per sample per subject. Continuity is desirable and External Moderators moderating more than one subject is permissible.

Each Program Director should maintain a Register of External Moderators for logistical and recording purposes.

Selection of Exam Scripts for External Moderation

Professional Program and Applied Law subjects are sampled once per year. At any time in the calendar year the Program Director (or a delegated Student Services officer) should make a selection of

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assessments within each moderated subject.

Each sample should include 12 submissions in NSW and 8 in other Streams (numbers as seem appropriate within ALP subjects).

Selection should be on the following bases:

- Proximity to the grade frontiers Fail/Pass; Pass/Credit; Credit/Distinction and Distinction/High Distinction (no more than 2 marks higher or lower);
- Distribution of markers (the sample should include at least 3 different markers in NSW and 2 in other streams);
- Rotation of assessment versions used (no less than 2 in any one sample).

The Program Director (or delegated Student Services officer) makes the selection by creating a Moderator's Report from the template and listing the student scripts to be moderated. The scripts are then photocopied and sent to the external moderator with the incomplete Moderator's Report plus any relevant markers' guides.

Grade Distribution

The analysis of grade distributions is a form of internal moderation, separate from the process of external moderation of marking, but vitally linked with moderation generally.

PEPi contains a Grade Distribution Report which can be run for single offerings (as defined by prefix and suffix) or as aggregated for all stream offerings within a given period. The single offering report is useful for lecturers and Program Directors. The aggregate report is useful as a comparison with other streams.

The College does not mark in accordance with norm referencing, so the single offering Grade Distribution Report is not to be used to amend marks. However, the Program Director can see how well the distribution reflects the traditional patterns and anomalies can be indicative of problems warranting further investigation.

Related Documents

- External Moderation Procedure

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Note:

If there is a related Procedure that your Policy relates to please insert the name of the procedure within the document as a ["hyperlink"](#).

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