

III. Internal Moderation of Assignment Briefs & Examination Papers

Internal moderation is undertaken by a “critical friend” using the standard

You will need to

attach the relevant Module Specification for the Internal Moderator so they can check the approved format is being adhered to. N.B. Electronic copies of examination papers should be encrypted. They should not be stored on networked computers unless they have been sat.

The Internal Moderator who acts as “critical friend” is usually an academic colleague who has some knowledge of the subject area. It is important to ensure the assessment brief/exam paper has been thoroughly internally scrutinised and necessary revisions made before it is sent to the External Examiner.

Programme Leader (or equivalent) may wish to organise a programme moderation meeting where assessments for the academic year/semester are looked at in their entirety. This meeting can also provide an opportunity to examine the assessment strategy overall (including deadlines).

IV. External Moderation of Assignment Briefs & Examination Papers

Draft assessment briefs and examination papers for all levels should be sent to the External Examiner along with the relevant moderation proforma showing Internal Moderator comments, the relevant Module Specification and where appropriate, model answers.

It is good practice to nominate an External Examiner liaison lead within a programme or group of programmes to ensure assessments are sent out in a batch and in a timely manner, and not in a piece-meal fashion. A central record of approvals/comments should also be kept.

V. Issuing Assessments

Once assignment briefs are moderated, they can be distributed to students. You may choose to include these in the Module Guide. It is important to provide adequate guidance to students to ensure they fully understand the requirements of assessments before they start work on these. Opportunities to clarify any queries from students should also be presented whilst they prepare assessments.

Once, examination papers are moderated they should be sent to the relevant Academic Administrator, who ensures that these are put in the correct format and are available for students on the appropriate day. Examinations are logged by the Standards and Enhancement Office and a record of when these were moderated and made available is kept.

VI. Submission of Work

Completed assessments should be submitted through _____ via _____ unless otherwise specified/agreed. As the **University operates a system of anonymous marking, the way Turnitin is set up should enable this**. Students should however put their student number of the _____ as well as on the assignment title page.

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approval by the Programme Leader (or equivalent) and/or an Academic Coordinator. Otherwise extensions over 14 calendar days should be requested using the Mitigating Circumstances procedure.

Please note that requests for extensions which take a submission date past the end of the module (normally week 15) should also be made using the Mitigating Circumstances procedures.

Penalties apply for late work where no extension is granted.

Some students with registered disabilities may be eligible for revised submission deadlines i

**Some programmes may choose to conduct second marking on projects/dissertations or Performances. Here two markers will assess and feedback on individual pieces of work independently and agree a mark between them.

***In cases where all assessments produced by a cohort have been scrutinised, individual marks may be changed if appropriate/agreed.

Some programme/module teams may find it useful to organise a standardisation/moderation session where samples of work are scrutinised by other academics in the team and when agreement is reached, are deemed ready to be sent to the External Examiner.

IX. Returning Work

Tutors should make available marked any internally moderated work (including examinations and dissertations) to students with feedback and provisional grades within 15 working days. Assessments submitted via _____ and marked using _____ should therefore have a _____ which is no longer than 15 working days after the _____.

Feedback tutorial sessions should be identified on the Module Calendar in the Module Guide. Following June Assessment Boards, there is a _____ which provides students with an opportunity to receive feedback on assessment and their progression.

X. External Moderation

The sample of marked work (for all HE levels) which has been internally moderated is sent to the External Examiner, along with the moderation proforma showing Internal Moderator comments, the class mark sheet and assessment brief/examination paper. Copies of student work (including examinations) should be sent to the External Examiner rather than originals. This is to allow all students to collect and reflect on marked work if they so wish.

Like Internal Moderators, External Examiners comment on how accurately the sample is marked overall (in line with the learning outcomes and assessment criteria, as well as standards in their own institutions, as well as the quality of assessment feedback (on the Assessment Feedback Proformas and on scripts).

Individual marks for work in a given sample of assessment should not be changed* as this may advantage or disadvantage those included in the sample. There may however be a recommendation to moderate the entire cohort's marks up or down – or if it is felt that marking is inconsistent, then revisit the marks for every assessment.

* As stated in section VIII, in cases where all assessments produced by a cohort have been scrutinised, individual marks may be changed if appropriate/agreed.

XI. Mark Inputting

Provisional marks can be input by marking tutors via _____ once they have been internally moderated. It is essential to meet the e-vision deadlines set.

There are standard marking schemes for assignments and presentations and practicals. There is no standard assessment feedback sheet for examinations. Tutors should therefore develop and use their own marking scheme.

VIII. [Internal Moderation](#)

A sample of marked work is internally moderated using the standard marking scheme. Include the class mark sheet and assignment brief/examination paper.

IX. [Returning Work](#)

