

Procedure Title

Moderation Procedure

Preamble

The Deakin College Assessment Policy includes a requirement to undertake moderation processes as a quality assurance mechanism to ensure validity and reliability of expected learning outcomes, assessment tasks, marking criteria and final grades.

Purpose

Deakin College undertakes moderation of Unit assessment tasks to verify the reliability of assessment decisions. The process is overseen by the relevant Academic Coordinator, who, in the case of multiple lecturers in a unit may delegate the process to the Unit Coordinator. The moderated marks are presented to the Board of Examiners.

Scope

This policy applies to assessment of all units and courses offered by Deakin College.

Policy

Assessment Policy

Related Documentation

Procedure

1. Moderation of Assessment

- 1.1.** As part of the moderation of assessment, each Unit Coordinator ensures that for each assessment task a solution guide and/or marking rubric is developed that will allow the teaching team to clarify assessment requirements and ensure consistency of expectations. Solutions and marking rubric also provide a mechanism against which external moderators can review marking practices undertaken by Deakin College staff.
- 1.2.** During each trimester, the teaching team for each unit will meet to discuss the assessment tasks and the marking rubrics. The team also provides feedback on the rubric where requirements are unclear or there is potential for a discrepancy around expectations.
- 1.3.** Evidence of the moderation action taken will be retained by the unit coordinator, e.g. records of a moderation meeting, retaining one copy of a high, medium and low marked assignment from each marker. Unit and course moderation processes will be reviewed by the Academic Coordinator.

2. Moderation of Marking

- 2.1.** Where there are multiple markers involved in the marking of assessment items within a unit, moderation of both formative and summative assessment will occur prior to the publication of marks. Moderation allows for scrutiny of all marks generated by the marking team in order to verify the appropriateness of the marking and also to bring a second judgment, particularly in relation to very good or very poor performance. Moderation may take the form of:
 - The Deakin University Unit Chair informs the markers of the marking criteria;
 - The Deakin University Unit Chair informs the markers of the examination solutions;

- cross or shared marking between classes;
 - double marking of at least all fails and double marking of a sample of other grades; and/or
 - any other suitable method that allows for the moderation of marks awarded within a team situation.
- 2.2.** In team teaching situations, the Deakin College Unit Coordinator is initially responsible for examining the distribution of marks awarded by each of the markers. This process identifies where teachers are awarding marks outside of the average or general trend within the unit.
- 2.3.** Where there is inconsistency with a particular marker, a Unit Coordinator should discuss the situation with the relevant marker. Where the Unit Coordinator discovers discrepancies without a valid explanation, they will consult the Academic Coordinator to discuss the options that may be available.
- 3. Ensuring Comparability of Assessment**
- The following three methods of ensuring comparability of assessment will be used, separately or in conjunction.
- 3.1. Method A: Objective Test Questions**
- These are questions that have a unique or a limited range of possible answers. Such questions include multiple choice questions, questions where only a correct numerical answer is required and questions where a single word or phrase is required.
- 3.2. Method B: Single Marker Assessment**
- This method requires that either a whole assessment piece or a section of a piece of assessment is marked by one marker for the whole cohort of students. For example, an exam may be divided among markers so that one marker marks a single question for the whole cohort.
- 3.3. Method C: Second-Marking**
- This method requires that one person second-marks a sample of work selected across the grades (**pass/fail range, middle range and the top of the range**), from each other marker. In this way, the assessment standard is validated. A marker not marking according to the agreed standard can be either provided with further training or have their papers marked by another person. Where there is only one marker, second marking of a sample to be negotiated with the Deakin University Unit Chair.
- 4. Board of Examiners**
- 4.1.** Prior to the release of results each trimester, all moderated grades from each course are considered by the Board of Examiners.
- 5. Deakin College Jakarta Moderation**

- 5.1. Deakin College Jakarta programs are overseen by the relevant Academic Coordinator. Staff members in Jakarta are expected to take part in team meetings, determining assessment and moderation.
- 5.2. All final examinations are conducted at Deakin College Jakarta on the same day and as far as possible at the same time as at Deakin College in Melbourne.
- 5.3. All trimester assessment tasks (assignments, tests and so on) are marked at Deakin College Jakarta (in accordance with a detailed marking guide provided by the Unit Coordinator). The Unit Coordinator will receive the marks from Jakarta at the same time as results from onshore campuses, and the marks will be moderated together. The marks will then be forwarded to the Board of Examiners.

6. External examiners

- 6.1. Once a year, each Unit Coordinator will request a member of Deakin University staff to assess a sample of high, medium and low assignments and examination papers to ascertain whether the standards are comparable with Deakin University standards. The response will inform future assessment in Deakin College and will be part of the Annual Audit. It is the responsibility of the Academic Coordinator to ensure that this process occurs.

7. Annual Audit

- 7.1. An annual audit is required by the Deakin University - Deakin College agreement. The Deakin University Associate Head of School (T&L) and the Deakin Coordinator (Deakin University) for each Faculty involved, and the Deakin College Academic Manager and the Academic Coordinator (Deakin College) for each Diploma will participate in the annual academic audit of the delivery of Deakin College units to ensure all agreed processes have been followed and to ensure comparability of assessment and results profile.
- 7.2. Following the completion of trimester 3 assessment, but no later than May, the following documents will be considered.
 - Minutes of all liaison meetings;
 - Minutes of moderation and Board of Examiners' meetings;
 - Course reports, including all campuses
- 7.3. A separate report for each program will be presented to the Deakin College Academic Board of Studies and the Joint Management Committee, including recognition of achievements and recommendations for improvement.

Status and Details

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Effective date	8/08/2018
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Approval Authority	Other
Implementation Officer	Academic Manager (Burwood, Waterfront, Waurn Ponds), Campus Director (Jakarta)
Enquiries Contact	Deborah Fitton