FSP INTERNAL MODERATION PROCEDURE

SECTION D - PROCEDURE

Related Policy

FSP Assessment and Moderation Policy

D.1   Procedure

Responsible		Procedure Steps			W/I
	1	**Moderation meeting**			
Program Coordinator (FSP)		**1.1**	Contact the Module Coordinators to advise when moderation is required.		
Module Coordinator		**1.2**	Organise moderation meeting with the module teaching staff via email.		
	2	**Moderation preparation**			
Program Coordinator (FSP)		**2.1**	Advise Module Coordinators to complete the Moderation & Academic Integrity (MAI) form which is accessible from Public Folder/FSP/Q&C.		
	3	**At moderation meeting**			
Teachers		**3.1**	Take to the moderation meeting the class results spread sheet for each module plus all the assessment tasks for the particular semester for: • the highest-achieving student; and • the lowest-achieving student in each of the A, B, C, and D grade bands		
		3.2	Gather marked student work.		
		3.3	Swap marked work with other teachers and review.		
	4	**Tolerance less than 10% per assessment task**			
Teachers		**4.1**	If agreement, teachers sign the MAI Form.		
		4.2	If no agreement, query whether tolerance is LESS than 10%. If more than 10% **see Step 5.1**.		
		4.3	If tolerance is LESS than 10% for any assessment item, no adjustment is made.		
Module Coordinator		**4.4**	Comment on MAI Form.		
Teacher		**4.5**	Sign the MAI Form.		

Responsible	Procedure Steps			W/I
	5		**Tolerance more than 10% per assessment task**	
Module Coordinator		**5.1**	If the tolerance is **MORE than 10%** for any assessment item, group consultation to adjust marks. Changes may be made that may that results in a change to rank order.	
		5.2	If no agreement is reached, Program Coordinator (FSP) will assist to resolve the situation.	
Program Coordinator (FSP)		**5.3**	Discuss until an agreed resolution is reached.	
Module Coordinator		**5.4**	Make comment on the MAI Form.	
		5.5	Sign the MAI Form and arrange for it to be signed by the relevant teachers.	
	6		**After the moderation is complete**	
Module Coordinator and Teachers		**6.1**	Destroy any copied material, return original to student and ensure all grades are entered into Moodle.	
Module Coordinator		**6.2**	Save MAI Form in the Public Drive Folder.	
Program Coordinator (FSP)		**6.3**	Check all MAI forms are completed.	
		6.4	If Moderation Form is not completed correctly, return to the Module Coordinator.	
Module Coordinator		**6.5**	Correct errors and submit MAI Form to Program Coordinator (FSP) and save in the Public Drive.	
Program Coordinator (FSP)		**6.6**	Report to the Foundation Studies Programs (FSP) Board of Examiners (BoE).	

D.2   Supporting Documentation

Related material	Location
FSP Final Assessment and Grades Procedure	EYN Policies and Procedures webpage
FSP Appointment of Chief Examiner Procedure	EYN Policies and Procedures webpage

Form templates	Location
Email to Module Coordinators and staff prior to moderation	Foundation Studies Program Repository
Moderation and Academic Integrity Form	Moderation folder, FSP Document Repository

Records (including completed forms)	Location
Moderation and Academic Integrity Forms	Moderation folder, FSP Document Repository

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: https://bit.ly/2OQrJEU

D.3   Version Control

Current Version Number	v3.1
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