

Moderation Policy and Procedure

1. Purpose

This document outlines the policies and procedures for the validation and moderation of learning materials and assessments.

EIA will use the validation and moderation process to ensure that:

- Unit outlines clearly document the learning outcomes, learning resources, and requirements for satisfactory completion of the unit
- Assessment tasks are described and mapped against the course and unit learning outcomes
- Assessment tasks are weighted fairly and marked against a corresponding rubric, which is available to students.
- Assessments are designed, implemented, graded and returned with constructive feedback in accordance with the *Student Assessment Policy*.
- Assessment tasks are designed for quality, consistency, appropriateness, relevance, currency and fairness.

This policy complies with the Higher Education Standards (Threshold Standards) Framework 2015 in the Tertiary Education Quality and Standards Agency Act 2011 by the Commonwealth of Australia, specifically Section 1.4.

2. Scope

This policy applies to all EIA staff involved in the assessment validation and moderation process.

3. Responsibility

Unit Coordinators and academic teaching staff are responsible for the implementation of this policy and conduct a review of this policy every semester

The Academic Director is responsible for monitoring the implementation of this policy and developing the annual moderation plan.

The Academic Board is responsible for reviewing the distribution of grades under the Student Assessment Policy.

The Course Advisory Committee is responsible for reviewing unit outlines annually, and for ensuring that assessment tasks are aligned to learning outcomes.

4. Definitions

Borderline Results: a result at the boundary of a certain grade classification

Moderation (of assessment and results): The quality assurance and control processes and activities involved in ensuring consistency and comparability of standards of student

performance, appropriateness and fairness of assessment judgments, as well as the validity and reliability of assessment tasks, criteria, and standards.

5. Policy

5.1 According with the Quality Assurance Framework, Policy and Procedure, moderation of all learning and assessment materials for each unit offered in a particular teaching period, shall be undertaken, at minimum, annually, to ensure that:

- Learning and assessment tasks are mapped to course and unit learning outcomes, and in accordance with the appropriate Australian Qualifications Framework (AQF) level.
- Standards in which students are expected to achieve are transparent, clearly explained and observed.
- Assessment procedures are fair and transparent, and that criteria are conveyed clearly to all students undertaking that unit.
- Course and units are comparable and benchmarked to other higher education providers.
- Course and units meet industry expectations and requirements (industry experts and professionals shall be involved in course development).

5.2 For each unit, the following documents shall be included for moderation:

- Unit outlines (including learning outcomes, assessments descriptions, assessment criteria and standards)
- Results sheet and report (showing distribution of results)
- Moderation report (detailing how assessments/results may have been adjusted as a result of the moderation process)
- Examination report (to be provided by the examination supervisors)
- Teaching and learning report (to be provided by Unit Coordinators)
- Misconduct report (where applicable)

6 Procedure

Development of Unit Outlines

6.1 Unit Coordinator must send their unit outlines and assessment tasks to be reviewed and checked by another academic staff every semester in relation to the following:

- mapping of assessment tasks with unit learning outcomes
- mapping of assessment tasks with the AQF level
- appropriateness of marking criteria and standards
- clarity and appropriateness of any accompanying assessment matrix
- assessor guide and model answers
- workload of the assessment tasks
- how students will receive feedback

6.2 Course Coordinator can coordinate the schedule of the moderation of unit outlines and assessment tasks.

Moderation of Examination Papers

- 6.3 Unit Coordinator must send their examination papers to be moderated by another academic staff every semester according to the Examination Policy and Procedure.
- 6.4 Unit Coordinator and reviewers must use the Examination Paper Moderation Checklist to complete the moderation.
- 6.5 Course Coordinator can coordinate the schedule of the moderation of examination papers.

Moderation of Marking and Grading

- 6.6 The Unit Coordinator must arrange a sample of assessed work to be reviewed by an independent assessor/academic staff to ensure that assessments are consistent with the assessment criteria and standards every semester.
- 6.7 Where more than one assessor is involved in the initial assessment of student work, the Unit Coordinator must hold regular meetings with the assessors to discuss, set, and review marking and grading standards.
- 6.8 The Unit Coordinator must arrange a different assessor to review all borderline results to confirm the results and ensure consistency.
- 6.9 The Unit Coordinator must document any adjustments to assessments/results/grades as a result of the moderation process in the Examiner's Report.

Release and Publication of Results

- 6.10 Distribution of final results and grades and other moderation documents (as per 5.2) should be reviewed by the Unit Advisory and Student Results Approval Group every semester and a report prepared by the Academic Director to the Student Progress and Examination Committee annually to ensure compliance with the Student Assessment Policy prior to the approval, release, and publication of results.

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