

**Verification of assessment tasks - internal moderator proforma**

(Coursework or practical briefs and examination papers)

This proforma may be used to record internal verification of assessment tasks. Only one proforma is required per module.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Module title |  | | | | Full module code | |  |
| Credit |  | Level |  | | Total number of tasks | |  |
| Module leader | |  | | | Internal moderator | |  |
| Academic year | |  | | Faculty | |  | |
| Department | |  | | Subject group | |  | |

**Section A1 Internal moderator to complete:**

|  |  |
| --- | --- |
| Appropriate assessment criteria and mark scheme are provided | Choose an item. |
| Coursework instructions are clear and appropriate | Choose an item. |
| Examination rubric and instructions are clear and appropriate | Choose an item. |
| Examination solutions where appropriate are provided | Choose an item. |
| **Other comments.** Please address: standards and level of challenge, clarity, assessment of learning outcomes, syllabus coverage, and fairness to students.  Click here to enter text. | |

**Section A2 Module leader to complete:**

**Response to internal moderator's comments**

|  |
| --- |
| Click here to enter text. |

**Action required:**

Whilst there may be some variation, Module Leaders must provide external examiners with the assessment brief and marking criteria. These should be uploaded to the [External Examiner content area in Blackboard](https://telhelp.shu.ac.uk/information-provide-external-examiner-content-area-blackboard).