

**Module Moderation of Student Work**

(Coursework, practicals and examination scripts)

**Moderation of student work - general principles**

Moderation of student work (coursework, practicals and examination scripts) ensures the use of agreed marking criteria, comparability and equity of standards, consistency and fairness of marking and meeting the expectations of the QAA UK Quality Code for Higher Education - Chapter B7: External Examining.

Internal moderation of student work is required for all assessment tasks, regardless of their weighting, and applies to all undergraduate and postgraduate course provision across the levels and includes distance learning, collaborative provision and alternative assessment set for students with learning contracts. All student work that contributes to an award should be externally moderated by external examiners.

Because first sit student work has already been sampled and the same marking criteria are employed for referrals and deferrals, it is not necessary to send referral and deferral student work to external examiners. Similarly since internal moderation of student work will have been done for the first submission, further internal moderation for in-module retrieval is not required. External moderation of student work takes place preferably by making work available in advance to external examiners, but may also be via an on-site moderation visit prior to the Subject Assessment Board.

See the [Policy for the Verification of Assessment and Standardisation and Moderation of Marking](https://students.shu.ac.uk/regulations/assessment_awards/VerificationofAssessmentandStandardisationandModerationofMarkingPolicy.pdf) for further details of the timing and process of moderation activity.

**How to use the form**

This proforma should be completed by the module leader; only one proforma is required per module. This proforma should be completed to track and record internal and (if required) external moderation of student work for coursework, practicals and examination scripts.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Module title | |  | | | | | Full module code | |  | |
| Credit | |  | Level | |  | | Total number of tasks | |  | |
| Module leader | | |  | | | | Internal moderator | |  | |
| Academic year | | |  | | | | Faculty | |  | |
| Department | | |  | | | | Subject group | |  | |
| Task | Assessment type | | | Weighting (%) | | Semester submission / due date | | Refer / defer assessments included | Internal moderation completed | Is external moderation required? |
| 1 |  | | |  | | Choose an item. | | ☐ | ☐ | Choose an item. |
| 2 |  | | |  | | Choose an item. | | ☐ | ☐ | Choose an item. |
| 3 |  | | |  | | Choose an item. | | ☐ | ☐ | Choose an item. |

Please use this box to describe any factors affecting assessment, and a brief description of the internal moderation process.

Click here to enter text.

**Section A1 Internal moderator’s comments:**

|  |  |
| --- | --- |
| Appropriate assessment criteria and mark scheme have been used | Choose an item. |
| The student work has been marked consistently | Choose an item. |
| The marks awarded are appropriate for the task and level | Choose an item. |
| The sample size is appropriate | Choose an item. |
| The nature and level of feedback to students is appropriate | Choose an item. |
| **Other comments. Please address: sample size, process and outcomes, student achievement.**  Click here to enter text. | |

**Section A2 Module leader's response to internal moderator's comments:**

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

**Section B1 External examiner’s comments (if required):**

|  |  |
| --- | --- |
| Appropriate assessment criteria and mark scheme have been used | Choose an item. |
| The student work has been marked consistently | Choose an item. |
| The marks awarded are appropriate for the task and level | Choose an item. |
| The sample size is appropriate | Choose an item. |
| The nature and level of feedback to students is appropriate | Choose an item. |
| **Other comments. Please address: process and outcomes, student achievement.**  Click here to enter text. | |

**Section B2 Module leader's response to external examiner's comments:**

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

**Please confirm that moderation of student work has been completed in accordance with the University's Verification of Assessment and Standardisation and Moderation of Marking Guidelines by completing the box below.**

|  |  |  |
| --- | --- | --- |
| Name: | Click here to enter text. | (Module Leader) |
| Date: | Click here to enter a date. |  |
|  |  |  |