

SA.14 POLICY ~ MODERATION OF COURSES AND ASSESSMENTS

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REVIEW STAKEHOLDERS	▪ CEO AND DEAN	Last reviewed	2020
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PURPOSE	This policy sets out the guidelines for both the internal and external moderation processes at the institute.		

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This policy sets out the guidelines for both the internal, external and national (where required) moderation processes at the institute.

POLICY

The institute is cognisant of the fact that while assignment grading is guided by published assessment criteria for each task, a check on consistency and standards may be achieved through both internal and external moderation where an informed, objective professional is appointed to moderate.

PROCESS

- Moderation schedules for internal, external and national moderation shall be published year by year by the Professional/Programme Leader and uploaded to SharePoint.
- Moderation schedules will indicate pre-assessment moderation (course critique) personnel, and assignment tasks for internal, external and national moderation.
- Towards the end of each semester, Programme/Professional Leaders (or equivalent) receive course critique packs from Admin Support Services. These are then allocated to educators for update and preparation for critique. Semester 0 and Semester 1 courses must be critiqued and approved by the Programme Leader (or equivalent) at least two weeks before the start of the programme/semester. Semester 2 papers must be critiqued and approved 2 months ahead of Semester 2.
- All assessments in a course will be internally moderated on a regular cycle, over the course of 3 years with at least 1 assessment per year.
- Where external or national moderation is scheduled to occur, assessments will be internally moderated first according to point 15 below.
- Internal moderators will have at least 1 year of experience teaching in any other course/programme/school and should have interest and expertise in the course subject field.
- Changes to course descriptors or Learning Intentions may be tabled for approval at the Academic Board once a semester following the course critique process. NZQA will then be advised of these by the Academic Dean.
- The Programme Leader (or equivalent) is responsible to ensure any other significant changes (eg assessment design) are noted in the programme report to the Academic Board.

Internal Moderation

Pre-Assessment Moderation – Course Critique

- The moderators for the pre-assessment moderation (course critique) will consist of two (2) educators.
- Moderators will, prior to each semester, scrutinise the course outlines to check the number, weighting and appropriateness of assignments. They will ensure the matching of tasks to learning intention and an appropriate degree of rigour according to the level of the paper. The moderator will also review whether the assessment task provides learners with an adequate opportunity to produce evidence of meeting the learning intentions. They will also ensure the recommendations made in the post assessment moderation process by the course coordinator (or equivalent) have been responded to.
- If necessary, the moderator will make recommendations to the educator for changes to be made to assessment tasks.
- Course outlines will be required to be re-submitted to the Programme Leader (or equivalent) before approval is given for the course outline to be printed and distributed.

During the Course – Assessment Moderation

- An educator is appointed as the moderator for assessment moderation. Where two or more educators share a course, the course educators may opt to internally moderate the assessment themselves.
- All assessment tasks shall be published in the course outline along with the assessment criteria for grading of each task and the percentage weighting of each task.
- A minimum of 3 and a maximum of 6 (including two A's, two B's and two C's) of assignments are required to be internally moderated annually by the appointed moderator in every BTI course. In addition, all failing grades will be moderated.
- Ideally the educator selects a sample of assignments which demonstrate a range of achievement in the group - before marking all assignments, to be moderated. This is done as early in the marking process as possible and passed on to the moderator before further marking is completed. The Internal Moderation Form accompanying this sample records the grade and its rationale for each student.
- The moderator assesses the consistency and standard of the grading, with particular reference to the published assessment criteria as outlined in the marking rubric paying particular attention to verifying the learner evidence against the marking schedule. The moderator's comments, evidence and assessed grade are recorded on the Internal Moderation form.
- Moderation is expected to be completed in good time to allow educators to mark all assignments within the 3-week marking period.
- The moderator may comment on the internal moderation form, any grading discrepancies related to the learning intentions, rubric criteria or student evidence at the completion of the moderation.
- Should there be any discrepancy in the grades awarded for the moderated assignment then the internal moderator and the course educator shall engage in collegial conversation to reach agreement.
- Graded assignments shall not be returned to students until the assessment moderation process has been completed.
- All moderated tasks along with a copy of the assessment task, the published criteria, and Internal Moderation Forms are given to the Team Leader, Support Services, who collates them for the Academic Dean.

Post Assessment Moderation – Course Evaluation Summary

- At the conclusion of the course, the educator will complete a course evaluation summary. They will note whether suggested changes from the course critique were effective, and suggested changes to assessments and course content based on internal moderation, student evaluations and their own evaluation of the course were successful. If further change is required this will be made before the course is next taught and reviewed in the pre assessment moderation/course critique process.
- The post assessment moderation summary is then discussed and analysed for trends and patterns across the institute by the Academic Dean and reported to the Academic Board noting actions for the future.

External Moderation

- External moderation occurs with either an appointed external moderator or through a team approach with a memorandum of agreement between BTI and identified institute(s) with similar programmes.
- The schedule of courses for external moderation is communicated by the Programme/Professional Leader to the identified external moderator(s).
- For each course being moderated, the external moderator is provided with copies of the course outlines and assessment tasks for the designated courses. The moderator receives the internally moderated assessments along with the completed 'Internal Moderation Form' and the External Moderation Form. Only one (1) failed grade is required for moderation.
- External moderation reviews and provides feedback on the sense of fit between assessments and their programme aims, course learning intentions and the NZQA level for each paper and also reviews the internal moderation processes in order to ensure fair and equitable marking and outcomes across student assignments.
- External moderators complete the 'External Moderation Form' and return all materials to the educator who passes this to the Head of School/Programme/Professional Leader.
- The external moderation summary from each programme is then discussed and analysed for trends and patterns. A report is submitted by the Academic Dean to the Academic Board with comments and recommended actions. This is also included in the annual programme report sent to NZQA, Programme Monitor, Academic Board and other relevant professional organisations.

National Moderation

Where national moderation is required, as for SoTE programmes, educators will, where feasible, participate in national moderation meetings. Alternatively, where challenges arise, the Head of School may decide to make available assessment and moderation material for the national process without attending in person.