

MODERATION PROCEDURE

Policy Category	Procedure		
Review	3 years from the date of approval		
Policy Code	AP015P		
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2021.09	Provost	2 September 2021	2 September 2021

1. PURPOSE

The Australian National Institute of Management and Commerce (the Institute) employs a systems-based method of moderation to assure the quality of the education experience for students and to facilitate continuous improvement in all aspects of unit design and content delivery. Review and moderation of units, unit outlines, assessment tasks, marking and grading generates consistency over time and helps ensure that the delivery of education remains aligned with the course and unit learning outcomes. The procedures outlined in this document comply with regulatory requirements and their implementation assures a standard of quality that is in line with sector expectations.

This document should be read in conjunction with the *AP015 Moderation Policy*.

2. PROCEDURES

- 2.1 Internal moderation** is carried out by the Institute’s academic staff who have expertise in the discipline area. The internal moderators are usually senior staff appointed by the Dean. The internal moderators check the consistency of learning outcomes and assure that assessment is a reliable and valid reflection of student learning. Moderation must be independent and cannot be completed by staff directly involved in the teaching of the same unit.
- 2.2 Units and unit outlines** are moderated at least once over a two-year rolling cycle. The moderation may be conducted in conjunction with a review of the primary course in which the unit is placed.

Unit moderation considers matters such as:

- level and suitability of content, learning activities and resources;
- appropriateness and consistency of the unit with course learning outcomes;
- extent to which previous reviews and suggested improvements have been implemented and communicated to students; and
- standards of assessment, particularly with respect to AQF level and alignment to learning outcomes.

The *Assessment Policy and Procedures (Coursework)* provides further information on moderation of assessment.

- 2.3 Examination papers** are moderated at least once a year to ensure that:
- they are appropriately aligned with the learning activities and learning outcomes of the unit;
 - they are fair and provide students with the opportunity to demonstrate the extent of their learning; and
 - the content and instructions, including mark allocations, are clearly communicated.
- 2.4 Examiners/markers** have a sample of their marking/grading moderated at least once each year. The process for internal moderation of examination scripts is as follows.
- Academic Administration Officers randomly select a 10% sample of examination scripts, including scripts from each grade, focusing on examination scripts that are near the pass/fail margin for moderators to review.
 - Where there are less than 50 examination scripts, Academic Administration Officers randomly select at least five examination scripts, drawn from each grade, for moderators to review.
 - The moderator checks for consistency of marking and compliance with marking guides and rubrics. Moderation may involve calibration of different markers. Consideration is given to the comparability of the unit grade distributions within and across courses.
 - If a moderator detects any issues that appear to be systemic during the examination script moderation process, the moderator will require a further sample of scripts to be moderated based on the issues identified. In some cases, this may require all examination scripts to be remarked.
- 2.5 Courses delivered offshore.** Moderation is coordinated by the Dean and involves collaboration of onshore and offshore staff. Refer to *Offshore Course Delivery Policy*. and *Course Delivery in a Language Other Than English Policy* for further information.
- 2.6 External moderation** External moderators are experts in the field of study and are independent of the Institute. They may be appointed by the Dean where the internal moderation process indicates a major shortcoming in a unit or any aspect of its assessment. Where an external moderation has taken place, a formal report will be presented to the Learning and Teaching Committee with recommendations for improvements.
- 2.7 Responsibilities** All academic staff at the Institute have a responsibility to be aware of and possibly involved in the moderation processes. Academic staff must be familiar with the *Assessment Policy and Procedures (Coursework)* and comply with quality assurance practices. It is the responsibility of the Dean or the Dean's delegate to sign off on the results of moderation and to suggest further action and investigation if moderation reveals significant discrepancies. The Dean is also responsible for the appointment of internal and external moderators as well as the coordination of any action required from moderation results.
- 2.8 Reporting** A summary of moderation findings is reported to the Learning and Teaching Committee before any formal Unit and Course Review. This will assist the Committee in overseeing the effectiveness of moderation procedures and make the best use of results in determining the development of curriculum.

3. RELATED DOCUMENTS

- i. *Moderation Policy*
- ii. *Assessment Policy and Procedures (Coursework)*
- iii. *Academic Quality Assurance Framework*
- iv. *Course and Unit Review Policy*
- v. *Course and Unit Review Procedure*
- vi. *Examination Policy and Procedure*
- vii. *Third Party Arrangements Policy*
- viii. *Offshore Course Delivery Policy*
- ix. *Course Delivery in a Language Other Than English Policy*

4. Version Control

Historical Version	Approved by	Approval Date
2016.8	Academic Board	16 August 2016
2018.12	Academic Board	18 December 2018