MODERATION PROCEDURE

Category	Procedure
Review	3 years from the date of approval
Code	AP015P
Contact	policy@imc.edu.au

Version	Approval Authority	Approval Date	Review Date
2024.10	Deputy President (Education)	10 October 2024	10 October 2027

1. PURPOSE

The Australian National Institute of Management and Commerce (the Institute or IMC) employs a systems-based method of moderation to assure the quality of the educational 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 a process carried out by the Institute's academic staff who have expertise in their discipline area. The internal moderators are usually senior staff appointed by the Deputy President (Education) or delegate, such as the Discipline Coordinator. Internal moderators check the consistency of learning outcomes and ensure 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 every two years. Moderation may be conducted in conjunction with a review of the primary course in which a unit is placed.

Unit moderation considers matters such as the following:
- 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
- standards of assessment, particularly with respect to AQF level and alignment with learning outcomes

- use of technology and AI

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 Deputy President (Education) or delegate and involves collaboration with 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 Deputy President (Education) or delegate where the internal moderation process indicates a significant 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, Teaching and Scholarship 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 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 Deputy President (Education) or delegate such as the Discipline Coordinator to sign off on the results of moderation and to suggest further action and investigation if moderation reveals significant discrepancies. The Deputy President (Education) or delegate 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 from the Deputy President (Education) is reported to the Learning, Teaching and Scholarship Committee as part of 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.   *Assessment Policy and Procedures (Coursework)*
ii.   *Academic Quality Assurance Framework*
iii.   *Blended Learning Policy*
iv.   *Course and Unit Review Policy*
v.   *Course and Unit Review Procedure*
vi.   *Course Delivery in a Language Other Than English Policy*
vii.   *Examination Policy and Procedure*
viii.   *Moderation Policy*
ix.   *Offshore Course Delivery Policy*
x.   *Third Party Arrangements Policy*

4.   Version Control

Historical Version	Approved by	Approval Date
2024.10	Deputy President (Education)	10 October 2024
2021.09	Provost	2 September 2021
2018.12	Academic Board	18 December 2018
2016.8	Academic Board	16 August 2016

The Deputy President (Education) oversees the implementation and compliance of this procedure. Please contact the Deputy President's office via - policy@imc.edu.au for any enquiries or clarifications.