DOCUMENT TYPE	F	
ACADEMIC	1	LA TROBE
TEACHING AND LEARNING	1	UNIVERSITY
ASSESSMENT	2	
NUMBER	004	Policy Database Document Reference Number 112004F

SUBJECT REVIEW FORM
This form is to be completed at the conclusion of each semester for all subjects taught. Section One must be completed for all Subjects. Sections Two and Three are only to be completed as required.
Section One:
Subject Review – Responses to Student feedback on Subjects Survey Please enter the relevant information from the SFSS/PFSS here
Recommendations for next Iteration of Subject
Responses to Significant Issues raised in Student Feedback on Subjects

DOCUMENT TYPE	F	A LA TROPE
ACADEMIC	1	LA TROBE
TEACHING AND LEARNING	1	UNIVERSITY
ASSESSMENT	2	
NUMBER	004	Policy Database Document Reference Number 112004F

Section Two:

Moderation between Instances

To be completed if more than one instance of a subject is offered

<u> </u>							
Subject Code							
Subject Name							
Name of Subject Coordinator							
Instances taught	One instance per row (add new rows as needed)						
Instance Identifier	Liet	of Major	Δεερεεμί	ant Tacks	in each i	nstance	
Instance Identifier List of Major Assessment Tasks in each instance (Code, campus or mode?) List of Major Assessment Tasks in each instance (tasks worth more than 20% of final grade)							
(tasks worth more than 20% of final grade)							
Distribution of results (each row sho	uld cont	ain only o	no incton	oo'e rocul	lta add i	rowe ac n	oodod)
Instance Identifier	0-39	40-49	50-59	60-69	70-79	80-89	90-100
matarice identifier	0-33	70-43	30-33	00-03	10-13	00-03	30-100
4 Assessment Tools Communication		lata dibere		(la - (
1. Assessment Task Comparabili	ity comp	-		it betweei		t staff	
			YES		DATE		
2. Comparison of Written Assess	ment (N	/lark at lea	ast one bo	ox to indic	cate meth	od of	
comparison/s used). While it remains the responsibility of the Subject Coordinator to ensure							
that comparison occurs, the option	ons belo	w are con	nmonly us	sed.			
Exchange marking of a sample of ex	(aminatio	nn scrints					
		-					
Exchange marking of a sample of th	e major	assessme	ent task				
Exchange marking of a sample of 'A	' and Fa	il results					
3 3 1							
Other comparison of assessment un	dertaker	n (please	describe)				
2 Tutorial acceptment (Mark box	to india	oto ograci	mont)				
3. Tutorial assessment (Mark box	to maica	ate agree	meni)				
Written record of tutorial mark alloca	ition sigh	ited by Su	ubject Cod	ordinator			
4. Studio based assessment (Ma	rk this h	ox only if	annlicable	and con	sultation	has occur	rred)
Otaaio basea assessinent (Ma		on Orny II (applicable	, and 6011	Canadion	0000	
Written record of assessment sighted by Subject Coordinator and agreed criteria used							

ACADEMIC TEACHING AND LEARNING		1	LATROBE							
		1		UNIVERS						ITY
ASSESSN	2									
NUMBER		004 Policy Database Document Reference Number 1120						112004F		
Section	Three:									
Modera	tion of Marking									
To be com	pleted if there is more th	an one	perso	n marl	cing as	sessm	ent task	(S		
Subject Co	ode									
Subject Na										
Name of S	Subject Coordinator									
	JOR Assessment Tasks									
(tasks wor	th more than 20% of fina	I								
grade) – id alphabet	lentify with letter of									
	n of results in each MAJC er's results – add rows as			t task b	y asse	ssor (e	ach rov	v shoul	d conta	ain only
Task ID	Name of Assessor	neede	u)	0-39	40-49	50-59	60-69	70-79	80-89	90-100
Task ID	Name of Assessor			0-33	40-43	30-33	00-03	70-73	00-03	30-100
						l .	ı	l .	<u> </u>	<u></u>
method of	on of Written Assessment comparison/s used). What comparison occurs, the	ile it rer	nains th	ne resp	onsibili	ty of th	e Subje			
Exchange	marking of a sample of e	examina	ition sci	ripts						
Exchange marking of a sample of the major assessment task										
Exchange	marking of a sample of 'A	A' and F	Fail resu	ults						
Other com	parison of assessment u	ndertak	en (ple	ase de	scribe)					
	ure confirms that moderated satisfactorily.	tion of a	assessn	nent ite	ms and	d asses	ssors in	the ab	ove sul	oject
Subject Co	oordinator signature							Da	ate	
	ure confirms that I agree to be satisfa		deratio	n of ass	sessme	ent item	ns and a	assesso	ors in th	nis

Head of School signature_

DOCUMENT TYPE

Date____