

DOCUMENT TYPE	F	 LA TROBE UNIVERSITY
ACADEMIC	1	
TEACHING AND LEARNING	1	
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

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Section Two:

Moderation between Instances

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

Subject Code	
Subject Name	
Name of Subject Coordinator	
Instances taught	One instance per row (add new rows as needed)

Instance Identifier (Code, campus or mode?)	List of Major Assessment Tasks in each instance (tasks worth more than 20% of final grade)

Distribution of results (each row should contain only **one** instance's results – add rows as needed)

Instance Identifier	0-39	40-49	50-59	60-69	70-79	80-89	90-100

1. **Assessment Task Comparability** completed by agreement between relevant staff

YES DATE _____

2. **Comparison of Written Assessment** (Mark at least one box to indicate method of comparison/s used). While it remains the responsibility of the Subject Coordinator to ensure that comparison occurs, the options below are commonly used.

Exchange marking of a sample of examination scripts

Exchange marking of a sample of the major assessment task

Exchange marking of a sample of 'A' and Fail results

Other comparison of assessment undertaken (please describe)

3. **Tutorial assessment** (Mark box to indicate agreement)

Written record of tutorial mark allocation sighted by Subject Coordinator

4. **Studio based assessment** (Mark this box only if applicable and consultation has occurred)

Written record of assessment sighted by Subject Coordinator and agreed criteria used

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Section Three:

Moderation of Marking

To be completed if there is **more than one person marking** assessment tasks

Subject Code	
Subject Name	
Name of Subject Coordinator	
List of MAJOR Assessment Tasks (tasks worth more than 20% of final grade) – identify with letter of alphabet	

Distribution of results in each MAJOR assessment task by assessor (each row should contain only **one** marker's results – add rows as needed)

Task ID	Name of Assessor	0-39	40-49	50-59	60-69	70-79	80-89	90-100

Comparison of Written Assessment between Assessors (Mark at least one box to indicate method of comparison/s used). While it remains the responsibility of the Subject Coordinator to ensure that comparison occurs, the options below are commonly used.

- Exchange marking of a sample of examination scripts
- Exchange marking of a sample of the major assessment task
- Exchange marking of a sample of 'A' and Fail results
- Other comparison of assessment undertaken (please describe)

My signature confirms that moderation of assessment items and assessors in the above subject has occurred satisfactorily.

Subject Coordinator signature _____ *Date* _____

My signature confirms that I agree that moderation of assessment items and assessors in this subject has been completed satisfactorily.

Head of School signature _____ *Date* _____