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## MODERATION AND INTEGRITY OF ASSESSMENT GUIDELINES

As described in the University's Assessment Policy and Procedures, the Different Instances of a Subject Policy and Procedures and in the Moderation and Integrity of Assessment Policy and Procedures, moderation of assessment is to be conducted in situations where there is more than one person marking assessment in any subject and/or where there is more than one Instance (distinct offering) of a subject.

The Subject Coordinator shall ensure that assessment is compared in either situation, using the Subject Review Form.

This completed form, reporting moderation of assessment, shall be provided to the Head of School at the end of each assessment period for his or her signature.

To ensure equitable treatment and fairness of assessment, Subject Coordinators shall

- Provide assessment criteria and model marking guidelines to all staff marking assessment tasks in the subject
- Ensure that a sample of assessment is moderated where there is more than one instance, or more than one person marking assessment tasks by (for example)
  - Double marking of 'A's and Fail grades
  - Exchange marking of examination scripts
  - Exchange marking of a major piece of assessment

In the case of a single member of staff teaching and marking a subject, the discipline leader or Head of School should be consulted about assessment outcomes to ensure comparability with assessment regimes for similar subjects taught in the discipline or school.

Definitions:

**Double marking:** requiring two different staff to mark the same piece of work submitted for assessment, where the original marks and comments are seen by the second marker.

**Double Blind Marking:** Double marking where the second marker does not see the original comments or marks.

**Exchange marking:** requiring two staff members to exchange certain pieces of work for marking so that for example, the Bendigo lecturer in the subject marks examination scripts for the Albury Wodonga lecturer and vice versa.

**Instance:** each distinct offering of a subject. Instances may differ in one or more particulars, for example: location, mode, length and intensity of teaching period, facilities and resources (e.g. staff, equipment, space).

Reviewed with no changes September 2014

Next Review date September 2016

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