

Internal Moderation Guidelines for Academics

Resources

Policy within [Chapter 7, AQH](#) (7.8.4)

Marking Guidance ([GA22](#))

Moderation template ([GA28](#))

- Take particular note of the 'Notes on Moderation' page at the end of the document.

Generic Assessment Criteria ([GA35](#))

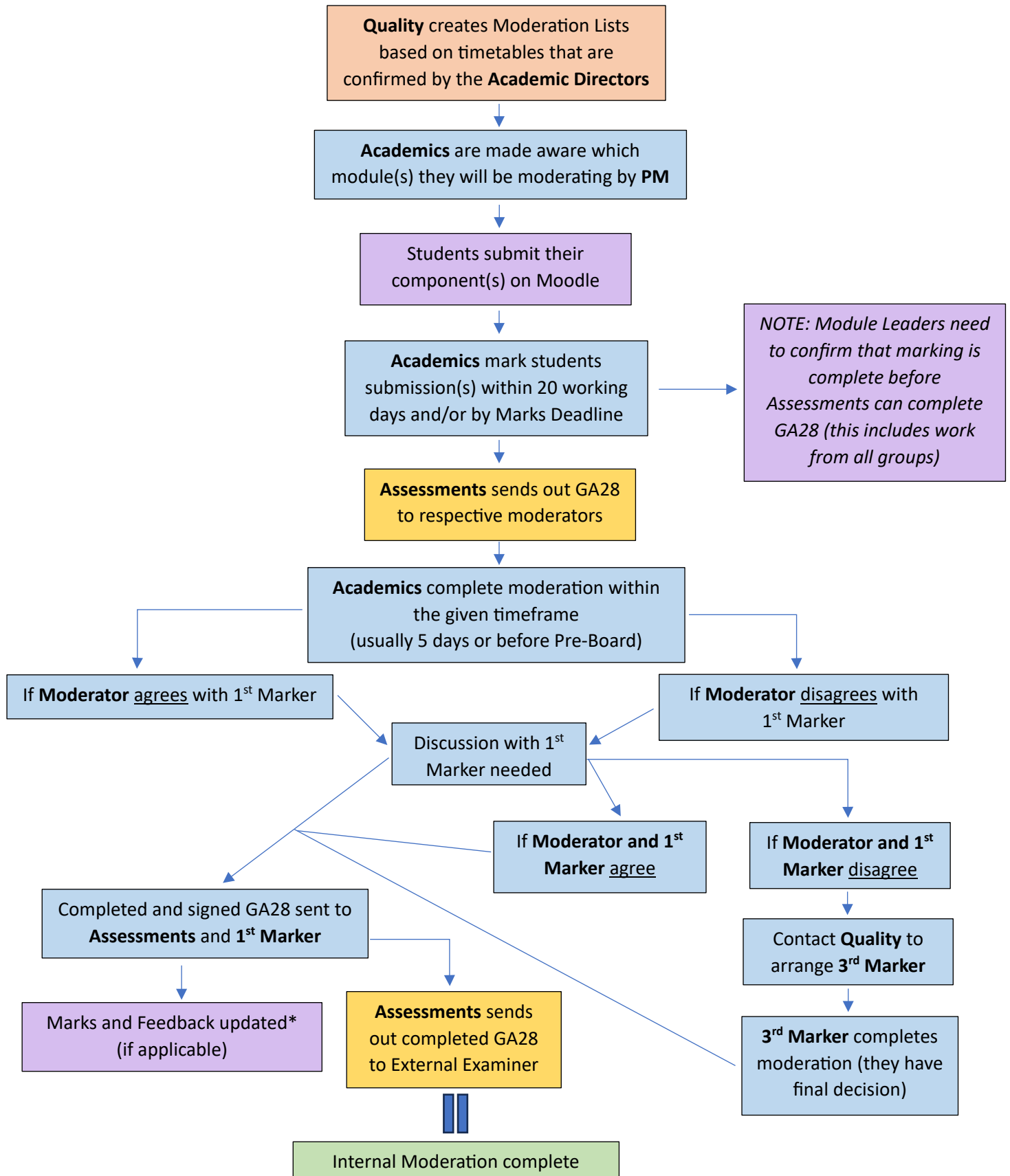
 [Best Practice in Marking, Moderation and Standardisation Workshop-20230803 100244-Meeting Recording.mp4](#)

Summary

As the Moderator:

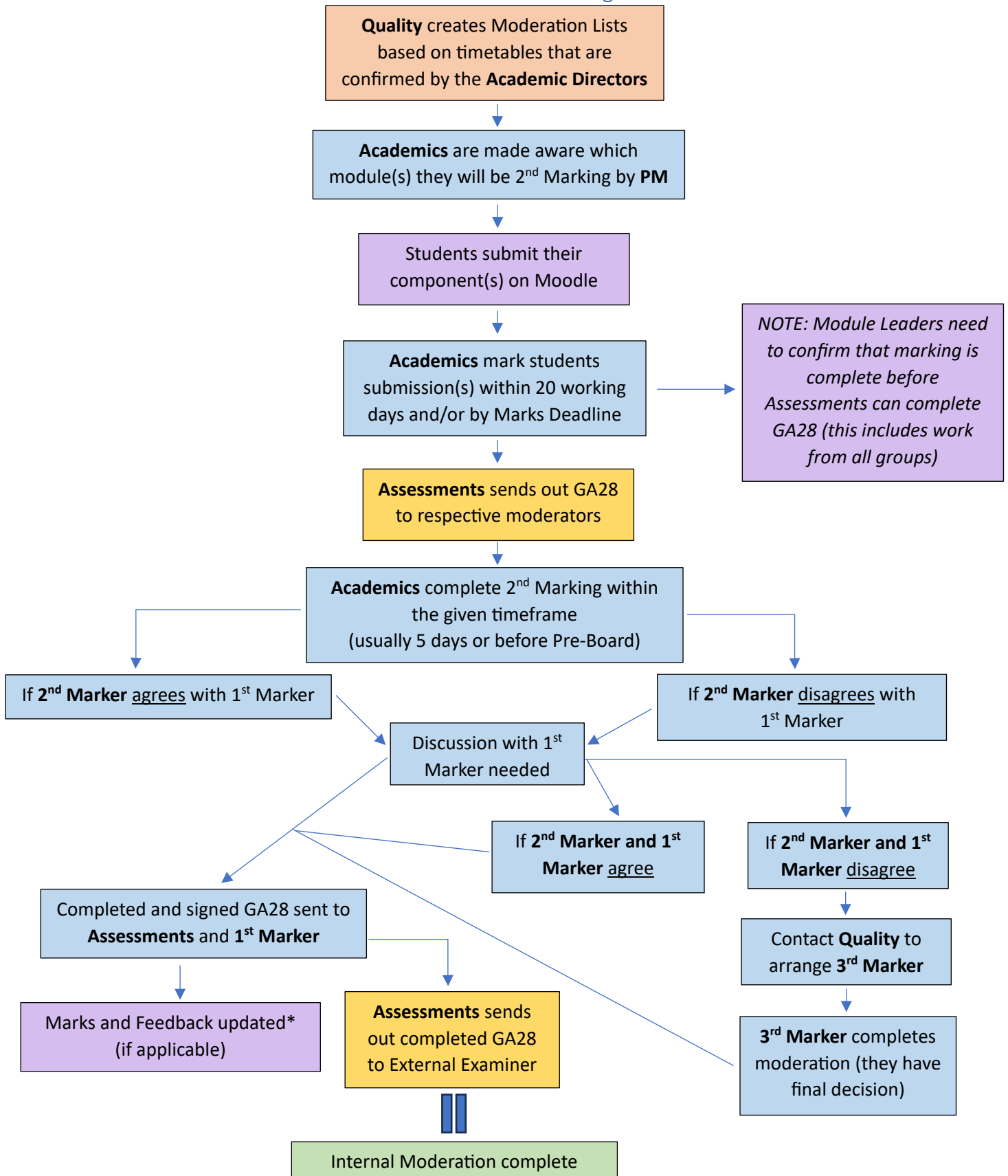
- You are reviewing a *sample* and cannot change individual marks.
- You are not just reviewing the mark, you are reviewing the feedback.
- You are agreeing with the 1st Marker in broad terms.
 - Example: if somebody has marked a piece of work at a 55 and you think it should be a 58 but generally you agree with the mark overall, then you can agree the mark.
 - Document this on the form and discuss with 1st Marker.
- If you think all of the marks are wrong, then you can disagree with the marks.
 - Document this on the form and discuss with 1st Marker.
 - Do not change individual marks.
- If you think all the marks are wrong, and you can identify a pattern, for example, that all marks are 5% higher or lower than you would want to give them (or all marks within a particular category), then you would disagree. ([Chapter 7](#), 7.8.4.iv)
 - Document this on the form and discuss with 1st Marker.
 - Do not change individual marks.
 - In this case, all marks within a particular category (or all marks) would need to change (if 1st Marker agrees – if not, see next point).
- If you have discussed disagreed marks with the 1st Marker and an agreement cannot be met, a 3rd Marker will be appointed and have final say.
 - Document this on the form.
 - 3rd Marker will moderate.
 - Do not change individual marks.

Workflow of Internal Moderation



*Marks would only be updated if moderation is completed before provisional marks and feedback have been released (or marks entered). If after, then Assessments would input the new marks in MyTSD, and students would need to be informed on results release day by the **ML** or **PM** that the marks received for XXXX component differ from those published on Moodle as a result of moderation.

Workflow of 2nd Marking



*Marks would only be updated if moderation is completed before provisional marks and feedback have been released (or marks entered). If after, then Assessments would input the new marks in MyTSD, and students would need to be informed on results release day by the **ML** or **PM** that the marks received for XXXX component differ from those published on Moodle as a result of moderation.

Workflow of Double Marking

