
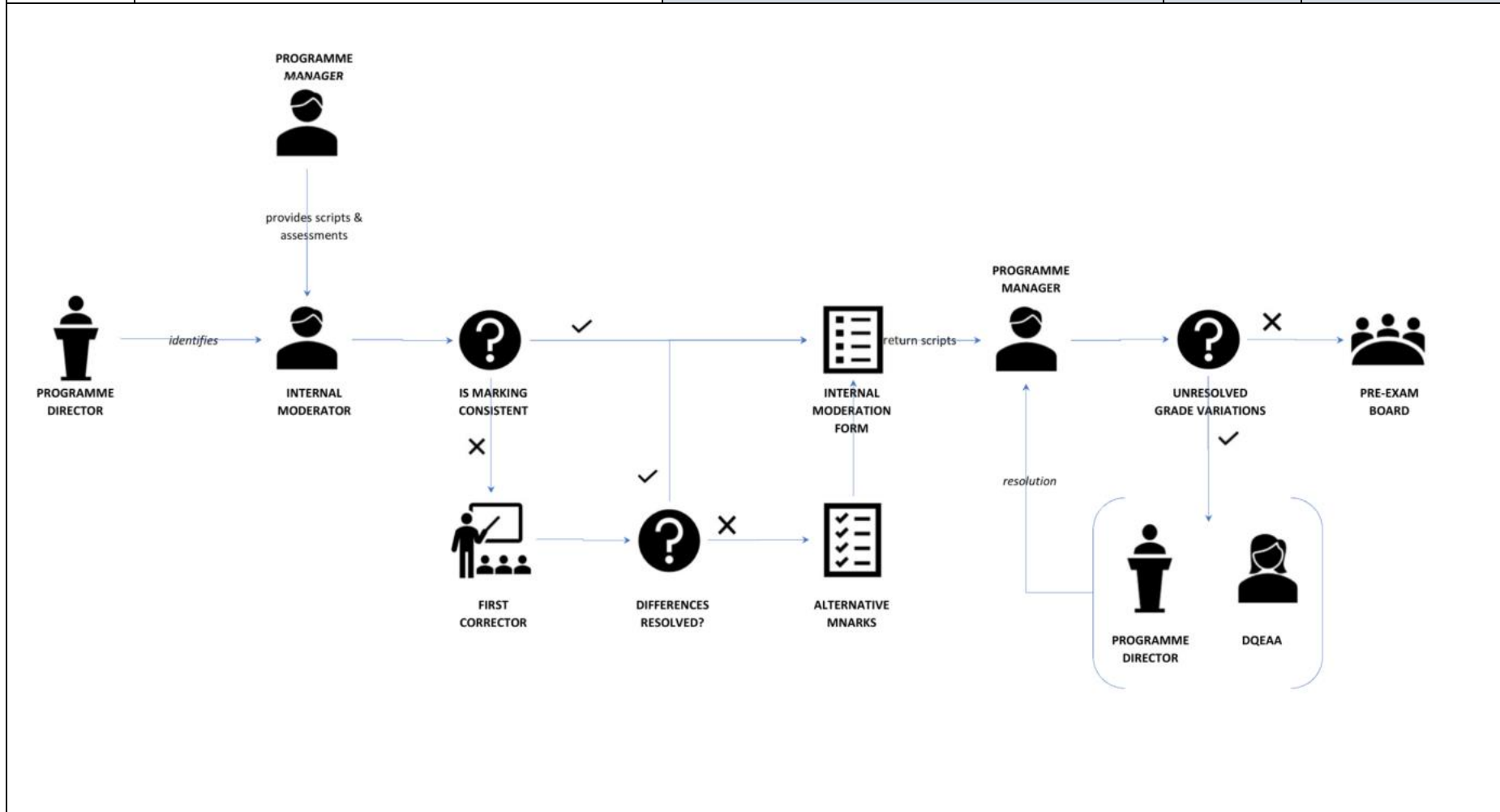


#	POLICY TITLE	POLICY AREA	VERSION:	DATE
	6.7 INTERNAL MODERATION POLICY AND PROCEDURE	6) ASSESSMENT OF LEARNERS	3.0	AUGUST 2020



Introduction and Context

Moderation is a review of assessments on each module following internal marking. Assessments are reviewed to establish if they were marked fairly and consistently against explicit marking schemes/criteria, and in consideration of the level of the stage/programme. The process seeks to:

- a) uphold academic integrity;
- b) ensure that learners are assessed accurately and fairly;
- c) ensure that marking standards are consistent in and across modules in a programme of study.

This document sets out SNMCI’s policy on internal moderation and outline the procedure which will govern the internal moderation of academic coursework and examinations.

Policy Statement:

- All modules are assessed in line with the QQI approved Programme Validation Document.
- All students enrolled on a QQI programme are automatically registered to complete module assessment where applicable.
- Every component of assessment that contributes towards the classification of an award, undergraduate or postgraduate, is subject to internal moderation.
- Internal moderation will take place in each centre where a programme of study is delivered.
- Internal moderation may also take place across centres
- All programmes will be subject to internal moderation on a sampled basis.
- The sample of coursework or scripts selected will be representative of the range of marks awarded e.g. fails, firsts and border lines.
- If the number of pieces of coursework or scripts is less than or equal to 8 in total, then all will be internally moderated.
- All failed coursework will be internally moderated.

Staff Involved: PD’s/DPD’s/Programme Manager, Lecturer (corrector), Internal Moderator and External Examiner

Person/s Responsible

Records generated to ensure evidence of follow through

Procedures for Internal Moderation of Coursework/Examinations

- The Programme Director (following the Programme Committee meeting at the beginning of the academic year) will identify internal moderators for each piece of assessment in each module and provide a list of these names to the Programme Manager and the Examinations Office. (See QA6.4: Assessment Control)

Programme Director

<ul style="list-style-type: none"> - Following corrections, the Programme Manager will liaise with the Internal Moderators regarding the collection of sample coursework/examination scripts, marking schemes, coursework instructions, indicative answers etc. - The internal moderator will review the coursework/examinations and accompanying documentation and determine whether he/she feels that there is consistency of marking against the marking schemes/criteria, and in consideration of the level of the stage/programme. - If the internal moderator is satisfied that the marking is consistent he/she will indicate this on the internal moderation form (FQA6.7) and return it with the coursework to the Programme Manager. - If the internal moderator is not satisfied that the marking is consistent he/she will in the first instance speak to the lecturer (corrector) and attempt to clarify and resolve any differences. - If any differences are resolved the moderator and corrector will amend the marks together and agree the final entry in the gradebook. The moderator will indicate this on the internal moderation form (FQA 6.7) and return it with the coursework to the Programme Manager. - If the internal moderator and lecturer are unable to resolve these differences, the internal moderator will record this on the internal moderator form (FQA6.7) and return it with the coursework to the Programme Manager, along with an alternative series of proposed marks. At this point no adjustments will be made to the existing gradebook. - The Programme Manager refers the matter to the Programme Director. 	<p>Programme Manager/s Internal Moderator/s</p> <p>Internal Moderator/s</p> <p>Internal Moderator/s</p> <p>Internal Moderator Corrector</p> <p>Programme Manager/</p> <p>Programme Director PM</p>	<p>FQA 6.4 Assessment Record Form</p> <p>Internal Moderation Form</p> <p>Internal Moderation report Form</p>
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<p>Resolution</p> <ul style="list-style-type: none"> - In the case of general agreement on marking with one or two exceptional differences, the Programme Director will invite the lecturer and the internal moderator to discuss the particular case(s) and to come to a resolution. - If the exceptional differences are resolved at that point, the moderator and corrector will amend the marks accordingly. The moderator will indicate this on the internal moderation form (FQA 6.7) and return it with the coursework to the Programme Manager. - If significant differences have arisen between the lecturer and the internal moderator, the Programme Director will liaise with the Director of Quality and Academic Affairs (DQAA) for the purpose of quality control. <p>Options for resolution include...</p> <ul style="list-style-type: none"> - Review the assessment/s in question and if necessary review a larger sample; - Call for the scripts to be 'second marked'; - Agree with the original marking; - Agree that the Internal Moderator's marks are more appropriate than the lecturer's (corrector's); - Suggest a modified mark which in their view best reflects the learner's achievement - The Programme Director will provide the Programme Manager with a revised series of marks where appropriate. - The Programme Manager keeps the original and the revised marks on file and open to scrutiny by the External Examiner. 	<p>Programme Director Moderator</p> <p>Lecturer Programme Manager</p> <p>Programme Director DQAA</p> <p>Programme Director</p> <p>Programme Manager</p>	<p>Minutes</p> <p>internal moderation form FQA 6.7</p> <p>Minutes</p>
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Policy Control Sheet

Policy	QA 6.7 Internal Moderation
Version	3.0
Adopted/Effective	August 2020
Supersedes	Version 2.0
Monitoring/Next Review Date	Every 2 years /August 2022
Responsible Officer(s) Designated Reviewer(s)	Head of Examinations and DQAA Programme Managers
Scope	Programme Management/ All Academic Staff/PD's/

References

SNMCI Policy area	6) Assessment of Learners: QA Vol 2
Developed with reference to	QQI Assessment and Standards (2013); QQI Core Statutory QA Guidelines (2016); The Irish Qualifications and Quality Act (Education and Training) 2012; European Standards and Guidelines for QA in the European Higher Education Area.
Related SNMCI Policies / Forms	Internal moderation form (FQA6.7)

Revision

Revision Number	Revision Description	Originator	Approved By
2.0/08/2020	Review for blended learning	Office of DQAA	AB