# **Assessment Submission Form 2024-2025**

Assessment Guidance: Internal and External Moderation

Internal and external moderation of assessment supports programme teams to enhance their assessment practice. External examiners also use the body of evidence to provide confirmation that our assessment processes have been followed and are rigorous, fair, reliable and transparent.

**Guidance for Module Leaders**

* Note that all assessment at levels 3 and 4 including all forms of coursework and exams must be internally moderated before being distributed to students. In some cases, modules at level 3 and 4 may require external examiner moderation. This could be due to professional body requirement.
* External Examiners do not have to approve exams or coursework. PSRB related exams or coursework may require special approval. If you are uncertain if a module requires external examiner approval of assessment, please discuss with the relevant PL and DoP before completing the form and submitting the assessment to the external examiner.
* Note that all assessment at levels 3, 4, 5, 6 and 7 including all forms of coursework and exams must be internally reviewed. Further, assessment for modules selected for scrutiny by the ACEE process must be internally reviewed and made available to externals before being distributed to students. All PSRB examinations must be submitted to the Exams Office.
* Please complete one form per individual assessment component, as specified in the module narrative.
* For PSRB approved examinations please submit the completed Assessment Submission form, assessment, and associated documents in an encrypted electronic format, to the Exams Office by completing all sections to ([exams@mdx.ac.uk](mailto:exams@mdx.ac.uk)).
* Sections 2 will be used by the Exams Office for administrative purposes.
* Please submit the completed Assessment Submission form, assessment, and associated documents to a hidden “External Examiner” folder on the module MyLearning page.

**Assessment submission ML document checklist:**

* completed Assessment Submission Form: Record of Moderation
* assessment (assignment brief or exam paper),
* assessment grading criteria/rubric, suggested solutions/ model answers
* guidance for students relating to the assessment
* module handbook

# Guidance for Internal and External Moderators

* Whilst moderating the assessment consider whether the assessment has been designed to measure student attainment using criteria against learning outcomes at the appropriate level whilst ensuring fairness for all in assessment.
* Consider whether the assessment has been designed in an authentic and inclusive way.
* Specifically, internal moderators should consider if the assessment meets the following criteria
  + It is appropriate for the level of the module and its learning outcomes
  + Assessment information is clear, accessible, and transparent
  + Assessment practice and grading are aligned to clear criteria, and not norm-referenced
  + Assessments are designed to be inclusive and appropriate to the diversity of students
  + Assessment is designed to consider a diversity of social viewpoints and values (where appropriate)
  + Assessment design militates against plagiarism
  + There is no or minimal repetition with prior assessment (where appropriate)
  + It is written in level-appropriate language
  + It is free of spelling and grammatical errors
  + The marks given to each component add up correctly (where appropriate)

Reviewers should refer to the following documents

[Academic Policy Statement APS29: Anonymous Marking Assessment Policy (mdx.ac.uk)](https://www.mdx.ac.uk/__data/assets/pdf_file/0037/563599/anonymous-marking-assessment-policy.pdf)

[FINAL-Regulations-2024-25.pdf (mdx.ac.uk)](https://www.mdx.ac.uk/media/middlesex-university/about-us-pdfs/academic-quality/University-Regulations-for-Undergraduate-Taught-Programmes.pdf)

[Equality and Diversity Policy](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.intra.mdx.ac.uk%2F_media%2F_intranet%2Fdocument-library%2Fh%2FHRPS8-Equality-and-diversity-policy-revised-May-2019.docx&data=02%7C01%7CD.Gallacher%40mdx.ac.uk%7C36c3c6b1f3c045c90fae08d82f0ab462%7C38e37b88a3a148cf9f056537427fed24%7C0%7C0%7C637311070469181655&sdata=6Datk7wrCMKbzye9Pwg9u5FKcCRJrMzxK%2BT54IwdguA%3D&reserved=0)

[Assessment Fairness Principles, Policies and Requirements (intra.mdx.ac.uk)](https://www.intra.mdx.ac.uk/_media/_intranet/document-library/a/Assessment-Fairness-May23.pdf)

Assessment Submission Form: Record of Moderation

**Section 1 – Assessment Details**

|  |  |
| --- | --- |
| **Module Number:** |  |
| **Module Title:** |  |
| **Module Leader:** |  |
| **Assessment Author:** |  |
| **Internal Reviewer:** |  |

***I confirm that*** *I have**attached the module handbook, guidance for students relating to the assessment, grading criteria, marking rubric and following assessment for moderation:*

1. Exam Papers  Suggested solutions
2. Coursework Assessment Brief  Suggested solutions
3. Test  Suggested solutions
4. Case studies (if relevant)
5. Tables (if relevant)
6. Additional files that form part of the assessment (e.g. data files or code)
7. Formula sheet (if relevant)
8. Equipment list (if relevant)
9. Other

Please specify

**Assessment Author’s Signature:** **Date**

# **Section 2 - Submission of Exams**

*Please complete this section if you are submitting an exam paper or multiple-choice test that will be taken under exam conditions on campus in the examination period. This information is for Exams office use only. For other forms of assessment complete section 3.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exam Period:**  (Tick as appropriate) | **December:**  **Semester 1 1st sit:**  **Semester 3 re-sit:** | **April:**  **Semester 1 re-sit:**  **Semester 2 1st sit:** | **July:**  **Semester 2 re-sit:**  **Semester 3 1st sit:** | **Other:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Exam/Test to be centrally timetabled in classrooms (non-specialist space) by exams team** | Yes | No | **Other:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Exam/Test to be timetabled *locally* in specialist space (Grove / Ritterman / Hatchcroft studios or labs) by department but to be added to exam timetable** | Yes | No | **Other:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Seen Question(s)** | Yes | No | N/A |
| **Case Study** | Seen | Unseen | N/A |
| **Calculator permitted** | Yes | No | N/A |
| **Graph paper required** | Yes | No | N/A |
| **Use of additional paper/answer booklets permitted** | Yes | No | N/A |
| **Exam Paper can be removed from the exam venue** | Yes | No | N/A |
| **Tables (such as Statistical or accounting) can be removed from the exam room** | Yes | No | N/A |
| **Paper to be included in exam database:**  **(If no please confirm why)** | Yes | No |  |
| **Multiple choice paper (OMR) required:** | Yes | No | N/A |
| **Students to answer on Exam Paper**  **(If yes, please add space for Student No on paper cover sheet)** | Yes | No |  |

# **Section 3 – Submission of other forms of assessment**

*Please complete this section for all other forms of assessment (not exams).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Assessment** | *e.g. written CW, technical document, computer code, video, artefact, performance etc* | | | |
| **Date to be distributed to students** |  | | | |
| **Submission deadline** |  | | | |
| **Submission** | Turn-it-in | MyLearning | Other:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Anonymously marked** | Yes | No | Other:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Specialist Space Required** **and Booked by Department**  (e.*g. for performances, exhibitions, technical demonstrations and practical’s)* | Yes | No | N/A |
| **Specialist Equipment Required and purchased/ organised by Department** | Yes | No | N/A |
| **Any other requirements** | e.g. involvement of externals in live review of performance or exhibition. | | |

**Section 4 – Record of moderation and approval of all assessment**

# Internal moderator’s comments and statement:

*Comments on assessment for ML including details of any necessary/required revisions.*

**Internal Moderator’s confirmation:** I have reviewed the material and confirm that

The assessment *meets* the criteria set out in the guidance

The assessment *does not meet* the criteria set out in the guidance and needs revision detailed in comments.

**Internal Moderator’s Signature:**  **Date**

# Assessment author’s statement:

I have considered the Internal Moderator’s comments and amended the assessment accordingly and attached a revised copy.

I have considered but not incorporated all Internal Moderator’s suggestions for the following reasons.

**Assessment Author’s Signature after moderation:**  **Date**

# Internal moderator’s confirmation:

**Internal Moderator’s confirmation (after receiving revised assessment if applicable):** I have reviewed the material and confirm that

The *revised* assessment *meets* the criteria within the guidance

The *revised* assessment *still* *does not meet* the criteria within the guidance and has been referred to the DoP and HoD.

**Internal Moderator’s Signature:**  **Date**

**(*Please do not sign this form until you have received the revised version of the assessment*)**

# After internal review:

**Once internally approved, upload this form, the assessment and associated documents to a hidden “External Examiner” folder on the module MyLearning page.**

**If the module needs scrutiny by the External Examiner (for PSRB reasons, or selection through ACEE) then share this form, the assessment and associated documents with the External Examiner.**