# Moderation Form: Student Assessed Work

Please use this form to record the marking, moderation process and external review for marked student assessment at all levels. This form should be made available to the external examiner (as required).

Full guidance on moderation is contained within [Middlesex University Regulations](https://www.mdx.ac.uk/media/middlesex-university/about-us-pdfs/academic-quality/University-Regulations-for-Undergraduate-Taught-Programmes.pdf)

Code of Assessment Practice M2: Moderation - minimal requirements.

**Important note:**

* The sample should include assessed work across all grade bands and all fails. A minimum square root of the total and at least 10 assessments (from pass grade bands) shall be moderated or all if the cohort is less than 10.
* Each campus will be treated as a separate sample and all franchised/joint provision will also be sampled separately.
* Where assignments have been marked by more than one marker then any sample will need to be equally representative of each marker.
* All postgraduate dissertations/projects must be double marked.

|  |  |
| --- | --- |
| **Module Code:** |  |
| **Module Title:** |  |
| **Module Leader:** |  |
| **External Examiner:****(If required)** |  |

**Module Run Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year /Term** | **Location** | **CRN** | **No of Students** | **Number of assessments reviewed** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Record of Marking and Moderation of Student Submissions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment & weighting (%)** | **Feedback Mechanism** | **First Marker(s)** | **Moderator(s)/Second Marker(s)** |
| E.g. Assessment 1: Portfolio of tasks (60%) | E.g. * Comments on work
* 1-1 discussions
* Group feedback
 | *Provide names of first marker or markers for the work.*  | *Provide names of moderators/second markers.* |

**Section 1: First Marker’s Reflection and Comments**

*Please comment on the student submissions noting any issues arising relating to the marking of completed assessment and comment on the grade profile with a focus on the impact on continuation.*

*If the work has been marked by a team of assessors, the ML or nominee should complete this section.*

**Signature:**

**Date:**

**Section 2: Moderator’s Review of Marking and Feedback**

*Important note: Moderators should make it clear that moderation and checking of the assessed work has taken place. If moderated by a team then a group response should be recorded.*

*If there have been any differences in marking please do indicate how these were resolved.*

**For the assessment sample I/we confirm**

|  |  |  |  |
| --- | --- | --- | --- |
| that the marking/assessment criteria has been consistently applied. | Yes [ ]  | No [ ]  |  |
| that feedback is helpful and informative. | Yes [ ]  | No [ ]  |  |
| that feedback aids the learning and development process.  | Yes [ ]  | No [ ]  |  |
| equivalence and comparability of marking across different locations. | Yes [ ]   | No [ ]   | N/A [ ]  |
| it has been made clear on the student work and/or on the assessment grading form that the moderation process has taken place. | Yes [ ]   | No [ ]  |  |

**For *all* assessed work I/we confirm**

|  |  |  |  |
| --- | --- | --- | --- |
| all student work has been marked. | Yes [ ]  | No [ ]  |  |
| any marks awarded for subcomponents have been totalled correctly | Yes [ ]   | No [ ]   | N/A [ ]  |

**Comments (if any)**

*Moderators may wish to highlight and comment on any good practice or notable issues with marking and feedback. If there have been any differences in marking, please do indicate how these were resolved.*

**Signature (s):**

**Date:**

**Section 3: External Examiner’s comments**

**This section is only to be completed by the External Examiner if:**

1. **this module was chosen at the ACEE meeting as part of the rotation for the academic year**

**OR**

1. **there is a PSRB requirement that all modules within a programme have to be considered by an External examiner each year**

**I confirm that**

|  |  |
| --- | --- |
| I was given the opportunity to see samples of marked work covering the full range of marks. | Yes [ ] No [ ]   |
| There was clear evidence of internal moderation in the assessment process. | Yes [ ] No [ ]  |
| Internal moderation in the assessment process was used effectively and consistently | Yes [ ] No [ ]   |

**Comments (if any)**

*This section is optional as an external Examiner you will be asked to complete an annual report for your programme using the annual report template which will be circulated to you by the external examiner team.*

*You may however wish to highlight and comment on any good practice or notable issues with marking and feedback specific to the module.*

**External Examiner Signature:**

**Date:**