



EYNESBURY
COLLEGE

ELICOS ASSESSMENT AND MODERATION PROCEDURE

SECTION D - PROCEDURE

Related Policy

ELICOS Assessment and Moderation Policy

D.1 Procedure

Responsible	Procedure Steps		W/I	
Teacher	1	Marking and internal moderation		
		1.1	Mark assessment tasks and examination scripts according to the marking descriptors.	
		1.2	Moderation of the assessment tasks and exam scripts completed by other teachers.	
			1.2.1 If agreed, the final mark is recorded manually and on the portal.	
			1.2.2 If there is a discrepancy, the script is remarked by another teacher. The final agreed mark is then recorded manually and on the portal.	
			1.2.3 If no agreement is reached, the Academic Directorate will assist to resolve the situation.	
			1.2.4 All moderation is recorded electronically in the Moderation folder.	
	2	External moderation		
Academic Directorate		2.1	Choose a selection of EAP writing assessments which include scores that are high, borderline or fail.	
		2.2	Email them to Navitas English for external moderation.	
		2.3	Store all assessment scripts in a secure place.	
	3	Assessment Information		
Teacher		3.1	Provide assessment information (course outline, assessment schedule and requirements) within the first week of a study period	
Student		3.2	Submit assignments in hard copy and/or electronically	
	4	Deferred Assessment		
Student		4.1	Provide supporting evidence for an extension to the submission deadline	
	5	Deferred Examinations		
Student		5.1	Provide supporting evidence for deferred examinations	

		5.2	Sit the deferred examinations within two days of returning to class	
		5.3	No deferment of deferred examinations permitted	
	6	Results		
Director of Studies		6.1	Review and check all results with class teachers at the end of study period.	
		6.2	Present assessment results to the Board of Examiners (BoE).	
BoE		6.3	Review and approve results.	
Director of Studies		6.4	Send results to Academic Support for processing.	
Academic Support		6.5	Process results through the student management system and print reports and certificates.	
Academic Directorate		6.6	Distribute reports and certificates to students at the course completion ceremony.	
Director of Studies		6.7	Meet with students who have not successfully passed their module for discussion.	
	7	Appeals		
Student		7.1	If not satisfied with the results, schedule a meeting with the Director of Studies.	
Director of Studies		7.2	Meet with student to discuss the issue they have.	
		7.3	If adjustments are warranted, final results are re-issued.	
Student		7.4	If not satisfied with the outcome of the discussion, refer to Student Grievances and Appeals Procedure to lodge a formal appeal.	

D.2 Supporting Documentation

Related material	Location
Student Grievances and Appeals Policy	Eynesbury College Policies webpage
Student Grievances and Appeals Procedure	Eynesbury College Policies webpage
ELICOS Board of Examiners Terms of Reference	Quality Unit, Document Management

Form templates	Location
EAP Master folder and module book	ELICOS I drive

Records (including completed forms)	Location
Moderation documentation	Moderation Folder, ELICOS I drive

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: <https://bit.ly/2OQrJEU>

D.3 Version Control

Version Number	Summary of Changes	Approved by	Date of Effect	Privilege Level
v1.0	Initial procedure	Director of Studies	5/2019	Public