



EYNESBURY
COLLEGE

FSP INTERNAL MODERATION PROCEDURE

SECTION D - PROCEDURE

Related Policy

FSP Assessment and Moderation Policy

D.1 Procedure

Responsible	Procedure Steps		W/I
	1	Moderation meeting	
Program Coordinator (FSP)	1.1	Contact the Module Coordinators to advise when moderation is required.	
Module Coordinator	1.2	Organise moderation meeting with the module teaching staff via email.	
	2	Moderation preparation	
Program Coordinator (FSP)	2.1	Advise Module Coordinators to print out moderation form from Public Folder/FSP/Q&C.	
	3	At moderation meeting	
Teachers	3.1	Take to the moderation meeting the class results spread sheet for each module plus all the assessment tasks for the particular semester for: <ul style="list-style-type: none"> the highest-achieving student; and the lowest-achieving student in each of the A, B, C, and D grade bands 	
	3.2	Gather marked student work and teacher results spread sheets.	
	3.3	Swap marked work with other teachers and review.	
	4	Tolerance less than 5 marks per assessment task	
Teachers	4.1	If agreement, teachers sign the Moderation Form.	
	4.2	If no agreement, query whether tolerance is LESS than 5 marks. If more than 5 marks see Step 5.1 .	
	4.3	If tolerance is LESS than 5 marks for any assessment item, no adjustment is made.	
Module Coordinator	4.4	Comment on Moderation Form.	
Teacher	4.5	Sign the Moderation Form.	

Responsible	Procedure Steps		W/I
	5	Tolerance more than 5 marks per assessment task	
Module Coordinator	5.1	If the tolerance is MORE than 5 marks for any assessment item, group consultation to adjust marks. Changes may be made that may result in a change to rank order.	
	5.2	If no agreement is reached, Program Coordinator (FSP) or Academic Director will assist to resolve the situation.	
Program Coordinator (FSP) and/or Academic Director	5.3	Discuss until an agreed resolution is reached.	
Module Coordinator	5.4	Make comment on the Moderation Form.	
	5.5	Sign the Moderation Form and arrange for it to be signed by the relevant teachers.	
	6	After the moderation is complete	
Module Coordinator and Teachers	6.1	Destroy any copied material, return original to student and ensure all grades are entered into Moodle.	
Module Coordinator	6.2	Submit Moderation Form to Program Coordinator (FSP).	
Program Coordinator (FSP)	6.3	If Moderation Form is completed correctly, put form in moderation folder.	
	6.4	If Moderation Form is not completed correctly, return to the Module Coordinator.	
Module Coordinator	6.5	Correct errors and submit Moderation Form to Program Coordinator (FSP)	
Program Coordinator (FSP)	6.6	If Moderation Form is now filled out correctly, put form in moderation folder.	
	6.7	Report to the Foundation Levels Programs (FLP) Board of Examiners (BoE) in due course.	

D.2 Supporting Documentation

Related material	Location
FSP Final Assessment and Grades Procedure	EYN Policies and Procedures webpage
FSP Appointment of Chief Examiner Procedure	EYN Policies and Procedures webpage

Form templates	Location
Email to Module Coordinators and staff prior to moderation	Foundation Studies Program Repository
Moderation Form	Moderation folder, FSP Document Repository

Records (including completed forms)	Location
Moderation Forms	Moderation folder, FSP Document Repository

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

D.3 Version Control

Current Version Number	2.0
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Privilege Level	Public