



EYNESBURY
COLLEGE

UNISTART ASSESSMENT AND MODERATION PROCEDURE

SECTION D - PROCEDURE

Related Policy

EC Transnational Assessment and Moderation Policy

D.1 Procedure

Responsible	Procedure Steps		W/I
	1	Assessment schedule	
UniStart Course Coordinator (offshore)	1.1	Develop and agree on content and assessment schedule with FSP Course Coordinator (onshore).	
UniStart Coordinator (onshore)	1.2	Update the UniStart Teaching and Assessment Schedule and Course Guide with the approved content and assessment details.	
	1.3	Send the Course Guide, teaching and assessment schedule to the UniStart Coordinator (offshore) at each centre for comments and approval.	
UniStart Course Coordinator (offshore)	1.4	Discuss with all off-shore teachers at the centre. Approve the schedule or request clarification.	
UniStart Coordinator (onshore)	1.5	Consider response and, if required, discuss with Course Coordinator (offshore) or Academic Director.	
	1.6	Once approved, upload the approved Teaching and Assessment Schedule and Course Information Booklet to Moodle.	
UniStart Coordinator (offshore)	1.7	Distribute the confirmed Course Information Booklet and Teaching and Assessment Schedule to the teachers and students.	
	2	Preparing and uploading the assessments	
		Note: The steps in section 2 are repeated 3 times for each test that the students undertake.	
UniStart Course Coordinator (Offshore)	2.1	Prepare test in conjunction with FSP Course Coordinator (onshore).	
	2.2	Send to the UniStart Coordinator (onshore) at least two weeks prior to test date.	
UniStart Coordinator (onshore)	2.3	Perform the quality control check and request any clarification or adjustments from the Course Coordinator (offshore) as necessary.	

Responsible	Procedure Steps		W/I
	2.4	Final approval. Upload test or assignment to Moodle but not available for download offshore.	
	2.5	Make test accessible on Moodle and advise the Off-shore Coordinator two days prior to test date.	
UniStart Coordinator (offshore)	2.6	Print the test.	
Student	2.7	Complete the test.	
UniStart Coordinator (offshore)	2.8	Once completed collect and secure the tests in a locked safe.	
	2.9	Note absences and record any problems then advise the UniStart Coordinator (onshore) on day of test.	
UniStart Coordinator (onshore)	2.10	Discuss any absences or issues with UniStart Course coordinator (offshore) and advise UniStart coordinator (offshore) of resolution.	
UniStart Coordinator (offshore)	2.11	Email scanned tests and courier original tests to the UniStart Coordinator (onshore).	
	3	Receipt of tests and marking	
		Note: The steps in section 3 are repeated for each test that the students undertake.	
UniStart Coordinator (onshore)	3.1	When tests received log them in and pass them to the relevant UniStart Course Coordinator (offshore).	
UniStart Course Coordinator (offshore)	3.2	Assess tests, provide mark and feedback.	
	3.2.1	Arrange a moderation meeting with FSP Course Coordinator (onshore).	
	3.2.2	Moderate marks, if necessary (refer to EC Moderation Procedure).	
	3.2.3	Send completed moderation form to UniStart Coordinator (Onshore).	
UniStart Course Coordinator (onshore)	3.3	Send moderation form to Academic Director, FSP to file.	
	3.4	Return the marked tests to the UniStart On-shore Coordinator.	
	3.5	Check the results, moderation form and feedback to confirm that everything is appropriate, relevant and of value for the improvement of both offshore and staff and students.	

Responsible	Procedure Steps			W/I
		3.6	If there is no issue provide general UniStart feedback and scan and return marked test papers and Course Coordinator feedback to the UniStart Coordinator (offshore).	
		3.7	Advise Course Coordinator (onshore) to contact Course Teachers (offshore) with feedback.	
UniStart Coordinator (offshore)		3.8	Distribute marked tests to students and feedback to Off-shore teaching staff.	
UniStart Coordinator (onshore)		3.9	Enter marks into marks spread sheet for each student.	
	4	Acceptance into UniStart Stage 2 or alternative pathway		
UniStart Coordinator (onshore)		4.1	4.1.1 Once the first 2 test cycles are complete. Prepare a summary report and feedback, if necessary, of overall Stage 1 students' results in Tests 1 and 2.	
			4.1.2 Send to Eynesbury Academic Director.	
Eynesbury Academic Director		4.2	Approve entry for Stage 1 students who meet the overall 50% assessment requirement for automatic acceptance into UniStart Stage 2.	
		4.3	Arrange a meeting, as soon as possible, with UniStart Coordinator (onshore) to discuss possible pathways for students not eligible for automatic admission into Stage2.	
		4.4	Advise Admissions of student outcomes.	
Admissions		4.4	Assess and confirm all students' applications, conditional offers documentation and eligibility.	
		4.5	Follow up on any problem and advise UniStart Coordinator (onshore).	
		4.6	Advise UniStart Coordinator (onshore) and Academic Director when admission approved.	
Eynesbury Academic Director		4.5	Approval given.	
			4.5.1 Advise students, off-shore coordinator and agent by email admission to Stage 2.	
			4.5.2 Suggest possible pathways for students not automatically eligible for Stage 2.	
UniStart Coordinator (offshore)		4.6	Students informed and advice given in conjunction with agent	
Agent		4.7	Finalise Stage 2 applications with Eynesbury Admissions and promptly send fees to Finance department.	

Responsible	Procedure Steps		W/I
Admissions	4.8	Complete applications' process.	
	4.8.1	Advise UniStart Coordinator (onshore) of final student outcomes and fees payments.	
	5	Final test and certificates	
Student	5.1	Complete Stage 1 studies.	
UniStart Coordinator (onshore)	5.2	Finalise the marks for Stage 1 and send to the Academic Director and Offshore Coordinator.	
Eynesbury Academic Director	5.3	Present student marks and moderation papers to Assessment and Progress Committee.	
	5.4	On approval of marks by APC, advise UniStart Coordinator (onshore)	
UniStart Coordinator (onshore)	5.5	Prepare the Academic reports for all Stage 1 students.	
	5.6	5.6.1 Advise UniStart Coordinator (offshore).	
		5.6.2 Arrange a meeting with all UniStart Stage 1 students.	
		5.6.3 Give all students the Stage 1 report.	
	5.7	Review report and its significance and contribution to the overall assessment criteria for the UniStart program and University entry.	
Student Services	5.8	Enter the results into MAZE.	
	6	Grievance	
Student	6.1	If not satisfied with the academic process and results, mail the UniStart Coordinator (onshore) with details.	
UniStart Coordinator (onshore)	6.2	Discuss options with student and arrange to meet student, if applicable, during the next offshore visit or at commencement of Stage 2.	
Student	6.3	If not satisfied with the outcome of discussions refer to the Student Grievances and Appeals Policy and Procedures to lodge a formal appeal.	

D.2 Supporting Documentation

Forms and Records Management

Name

Course Information Booklet checklist

Exam receipt checklist

Offshore Academic Transcripts and related documents checklist

Offshore Contact details checklist

UniStart Course Coordinator(onshore) curriculum, assessment sign off checklist

Moderation form

UniStart Stage 1 results sheet

Teaching and Assessment Schedule

Related Material

Name

Location

EC Moderation Procedure

Eynesbury Policy and Procedures webpage

Student Grievances and Appeals Policy

Eynesbury Policy and Procedures webpage

Student Grievances and Appeals Procedure

Eynesbury Policy and Procedures webpage

D.3 Version Control

Version Number	Summary of Changes	Approved by	Date of Effect	Privilege Level
v1.0	Initial procedure	Academic Director	9/2013	Public
v1.1	Title change – remove 'Stage 1' Update with new branding	Academic Director	8/2018	Public