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**Confidential:**

for UW staff and external examiner(s) only

**Internal Moderation Report**

(please see [UW Assessment Policy](https://www2.worc.ac.uk/aqu/documents/AssessmentPolicy.pdf) for definitions and details of moderation)

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| **Course:** | | **Module Title & Code:**  **Assessment No/Title:**  **Assessment choices (if applicable):** |
| **Academic Year:** | | **Semester:** |
| The Assessment Policy includes the following minimum requirements for internal moderation of all summative student assessments that receive a grade or are marked as pass/fail:   1. **standardisation** exercises must take place on an annual basis where modules are delivered across different sites and for large teaching teams 2. specific arrangements to **double mark assessments first marked by new inexperienced staff** must be put in place 3. where there are **multiple markers for a defined assessment, a standardisation** exercise must be undertaken before marking begins to ensure consistency between markers 4. all **projects and dissertations weighted 30 credits or more must be blind double marked** 5. all assessments falling into the pass/fail boundary **(all grade E and a sample of grade D-) must be non-blind double marked** 6. **fails must be sampled through non-blind marking** 7. a sample of assessments deemed to have passed drawn from across all grade bands including the highest graded assessment, must be moderated as follows -   The minimum number of pieces of work of a pass standard to be moderated should be 10% of the total work submitted that is of a pass standard as follows:   |  |  | | --- | --- | | < 7 | All pieces of work | | 7 - 59 | 6 pieces of work across all grade bands including work in the highest category | | 60 - 199 | 10% of work across all grade bands including work in the highest category | | 200+ | 20 pieces of work across all grade bands including work in the highest category | | | |
| **Date of submission**: | | **Date standardisation completed**:  **Date moderation completed:** |
| **Marking and Moderation team** | | **Please describe briefly how moderation was undertaken**  See above, typically internal moderation or double marking (blind or non-blind) but refer to Assessment Policy for full details.  **Please describe how differences in grades between markers were resolved**  Typically through discussion, through taking of a mean average or through use of a third marker. The same approach should be taken for all students within a sample. |
| **Name** | **Initials** |
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**Sample statistical analysis**

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| **Number of assignments marked:** | | | | **Number moderated:** | | | |
| **Breakdown of marks (% if sample is over 20)** | | | | | | | |
| **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** |
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**Individual student outcomes from sample (add more rows if necessary)**

*This section of the form allows oversight (for example by external examiners) of the student marks across the sample.*

*External examiners must be able to match actual student work to the information below and you should therefore normally use the student number (as that is present on the work) unless it has not been marked anonymously. If you have a large sample, you may consider using other means of matching work with grades. In such cases please discuss with your external examiner(s) and feel free to amend/adapt this element of the form.*

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| --- | --- | --- | --- | --- | --- |
| Student Number, Name or other identifier  *See above for rationale* | Assignment choice  *If applicable* | Marker  Grade  (initial) | Moderator  Grade  (initial) | Third marker  (initial)  *If applicable* | Agreed  Grade |
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**Comments from Moderator:**

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| **Anything noteworthy for future development:** |  |
| **Comment on consistency across marking team of quality/quantity of feedback in line with policy/protocols *(see Appendix 7 of Assessment Policy for more information/guidance)*** |  |
| **Any issues or comments for referral to Course Leader:** |  |

**Signature:**

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| --- | --- |
| **Module Leader** |  |
| **Date** |  |

**For External Examiner:**

Module leaders should ensure that the following is provided for External Examiners:

* module outline
* assessment brief/copy of examination paper
* marking scheme/solutions/grade descriptors/assessment criteria
* complete list of student cohort and individual marks for assessment
* sample of work, as outlined in the [UW Assessment Policy](https://www2.worc.ac.uk/aqu/documents/AssessmentPolicy.pdf). External examiners must be able to match this work to the above list.

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| **External Examiner’s name** |  | | |
| **Are the grades agreed:** | YES | NO | Pending Comments |
| Comments: | | | |