

ASSESSMENT MODERATION POLICY

1. PURPOSE OF POLICY

The purpose of this document is to promote effective moderation to assure fair, consistent and reliable implementation of the assessment process. This document identifies the scope, procedure, roles and responsibilities for the moderation of assessment at MIE in the context of the overall arrangements necessary to plan and monitor assessment effectively at programme level.

2. SCOPE

This policy applies to all programmes at MIE and outlines the requirements for internal verification, moderation, and double marking. It ensures assessments are designed, marked, and reviewed in a consistent and transparent manner.

Internal verification/moderation (IV/IM)

Will be applied to;

- All assessment tools prior to distribution to students
- A planned sample of assessment decisions

Double marking (sometimes referred to as second marking)

May be applied to;

- Assessment decisions planned as appropriate to the subject and assessment method

3. Definitions

The moderation of MIE assessment is described as follows;

Internal verification/moderation (IV/IM)

- Assessment tools and a sample of assessment decisions are moderated by an internal verifier/moderator

Double marking (sometimes referred to as second marking)

- Student work is independently assessed by more than one marker.

4. Key Principles

- Assessments must align with validated learning outcomes and institutional policies.
- Moderation ensures consistency in marking and adherence to agreed criteria.
- Feedback must be timely, constructive, and actionable, adhering to the three-week deadline.
- All assessment processes must comply with external regulatory requirements.

5. PROCEDURE

- Each programme will have at least one named lead internal verifier/moderator.
- Internal verifiers/moderators and double markers will carry out internal verification/moderation and double marking as identified in the 'Assessment Moderation Handbook for Internal Verification/ Moderation and double marking'.
- Standard MIE documentation will be used to record and evidence implementation of internal verification/moderation and double marking.

- Assessment tools (e.g. assignment briefs, exam papers) will be internally verified/moderated prior to distribution to students.
- Assessment decisions will be internally verified/moderated or double marked, as appropriate to the subject, assessment method and the requirements of the validating/awarding body, prior to distribution to students.
- Assessors, internal verifiers/moderators and double markers will meet to support standardisation of assessment decisions. It is recommended that these meetings occur at least once each semester.

6. Roles and responsibilities

Academic Board

- Provide strategic oversight of institutional assessment moderation policies and practices.
- Approve the implementation of key policies, including updates to the moderation framework, based on recommendations from the Dean and Quality Manager.
- Review institutional compliance reports and audit findings submitted by the Quality Manager and Registrar.
- Ensure external examiner feedback and regulatory requirements are addressed in institutional quality assurance processes.
- Monitor the effectiveness of moderation and assessment practices during annual reviews, making strategic decisions to ensure continuous improvement.

Head of Academic Affairs and Quality Assurance

- Oversee compliance with moderation processes, assessment schedules, and feedback deadlines.
- Monitor and audit adherence to institutional quality assurance standards.
- Provide institutional compliance reports and actionable recommendations during Annual Programme Reviews (APR).

Dean

- Provide strategic leadership and ensure alignment of moderation processes with institutional goals and regulatory standards.
- Support Heads of Department in resolving escalated issues related to moderation and feedback compliance.
- Review compliance reports and endorse quality assurance activities during assessment boards and APR.

Head of Department (HoD)

- Manage departmental implementation of internal verification, moderation, and double marking.
- Ensure adherence to assessment schedules and feedback timelines across their department.
- Oversee the appointment and training of internal verifiers and assessors.
- Facilitate standardization meetings to ensure consistency and share best practices.

Programme Leaders

- Coordinate assessment activities across modules, ensuring alignment with institutional schedules.
- Monitor adherence to feedback deadlines and escalate delays to Heads of Department.
- Collaborate with Module Coordinators to ensure timely moderation and verification.
- Provide summaries of moderation activities during APR and assessment boards.

Internal Verifier/Moderators

Responsible for;

- Supporting assessors to develop their assessment procedures and facilitate good practice.
- Internal verifiers/moderators will monitor assessments by sampling and liaise with assessors to support them in their interpretation of national standards and awarding body requirements.
- It is expected that internal verifiers/moderators will provide advice to assessors to ensure that assessment tools are fit for purpose, assessment decisions are appropriate and that feedback to students is linked to assessment criteria, promotes improved performance and is timely.

Assessors

- Develop assessments that align with module learning outcomes and institutional standards.
- Mark and return assessments within the agreed three-week feedback timeline.
- Make assessments and decisions available for verification and moderation.

Double markers

- Assuring the fairness, reliability and consistency of the marking, checking overall standards and ensuring that mark schemes have been applied.
- The reference points (above) which inform assessors will be used by double markers when reaching their judgments.
- Double markers will, for all assessments, meet and formally record their moderation meeting in which the final marks to be awarded are agreed.

7. Monitoring and Compliance

MIE will monitor moderation processes through the following mechanisms:

- **Audits:** Registrars will conduct regular audits to track adherence to assessment schedules and feedback deadlines.
- **Standardization Meetings:** Held at key intervals to align expectations, address compliance issues, and share best practices.
- **Reports:** Programme Leaders and Heads of Department will compile compliance summaries for review by the Dean.
Non-compliance will be escalated to the Dean, and corrective actions will be implemented promptly.

8. Review and Improvement

This policy will be reviewed annually as part of the institution's quality assurance cycle. Feedback from staff, students, and external stakeholders will inform updates to ensure continuous improvement in moderation and assessment practices.