



# **MODERATION POLICY AND PROCEDURES 2023-24**

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MODERATION POLICY AND PROCEDURES		
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Summary/Description:		
This document defines the process for moderating students' work for all courses at All Nations Christian College including those validated by The Open University.		
<b>2023-24 v1</b> March 23: review resulting in: addition of page numbers, amendment of related policies section, amendment of typos/formatting and where College nomenclature has changed 4.1 amendments for clarity and changed practice.		

# ALL NATIONS CHRISTIAN COLLEGE

To train and equip men and women for effective participation in God's mission to His multicultural world.

## MODERATION POLICY AND PROCEDURES

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### 2. INTRODUCTION

In assessing students' work, All Nations Christian College is committed to continue the good educational practice of moderation in order to ensure that the assessment criteria have been applied correctly and consistently and that there is a parity of assessment across the cohort. Assessment methods, procedures, criteria and the grading scheme can all be found in the relevant Programme Handbook, which is posted in the student information section of the College VLE and in the College Policies section on the website: [www.allnations.ac.uk](http://www.allnations.ac.uk).

### 3. LEGISLATIVE FRAMEWORK

This policy contains rules and regulations of the College which have been prepared in line with [Open University regulations](#) and, where appropriate, the requirement of the Office for Students' Regulatory Framework and the [UK Quality Code for Higher Education](#).

### 4. INTERNAL MODERATION

- 4.1. By the term 'moderation', we mean carrying out a competent, impartial and careful scrutiny of scripts by someone other than the person originally designated to mark the work. This process involves scrutiny of the consistency and fairness of the marking. Moderators will usually be a member of the current College academic staff. Occasionally they will be temporary external academics who have been appointed to fulfil this role. Moderation will be carried out using the same assessment criteria as the first markers.
- 4.2. In moderating the work, we seek to ensure that the students are assessed with accuracy, consistency, transparency and fairness.
- 4.3. Internal moderators' work involves but is not limited to:
  - a. Acting in an advisory capacity, providing feedback to first markers.
  - b. Monitoring assessed work and the way it has been undertaken.
  - c. Ensuring the validity of internal assessments, checking that they conform to College and Open University requirements.
  - d. Amending the outcome of grades or marks awarded, as necessary, with rationale.
  - e. Cascading information to relevant parties.
  - f. Ensuring records are accurate and authentic.
- 4.4. All Level 4, 5, 6 and 7 summative assessments are moderated internally.

- 4.5. It is the responsibility of the internal moderator to bring to the attention of the marker where there is a borderline case, for their verification. Borderline cases, together with fails and firsts, will be scrutinised carefully by both the moderator and the external examiners.
- 4.6. If the External Examiner is of the opinion that the marks for the whole batch of papers should be adjusted, both the marker and the internal moderator, with the involvement of the Programme Leader, will ensure that the marks for the whole set of papers for the cohort is amended.
- 4.7. All moderators complete a Moderation Record Sheet (also known as the Moderation Template) for entering marks that indicate the rationale for any changes in mark.
- 4.8. If there is a difference in moderated marks, the first marker and the moderator should agree on a mark.
- 4.9. If any differential between the internal markers involves a change in the banding range of a student, then no matter the size of the differential, the two examiners concerned and the Programme Leader must discuss the situation to seek a fair resolution.
- 4.10. If necessary, referral may be made to the External Examiners, who advise on the moderation process, but do not mark students' work themselves.
- 4.11. No mark except the mark agreed following the first moderation process should be put on the material that will be returned to the candidate.

## **5. EXTERNAL MODERATION**

- 5.1. The External Examiners are responsible to the Academic Board for ensuring that marking and moderation is adequately conducted for the work they receive.
- 5.2. External moderators' work involves but is not limited to:
  - a. Acting in an advisory capacity, providing feedback to first markers and moderators.
  - b. Monitoring assessed work and the way it has been undertaken.
  - c. Ensuring the validity of internal assessments, checking that they conform to College and Open University requirements.
  - d. Sampling assessed work in accordance with College requirements to ensure the quality of feedback and consistency of grading decisions.
  - e. Recommending an adjustment for the whole cohort's results when they feel this is justified.
  - f. Cascading information to relevant parties.
  - g. Confirming records are accurate and authentic.
  - h. Ensuring that quality assurance and associated procedures are in place.
  - i. Facilitating the process of successfully meeting external moderation requirements.

## **6. EXTERNAL SCRUTINY**

- 6.1. The College, through the remit of the External Examiners, confirms that it meets the quality of process through:
  - a. The fitness for purpose of assessment and moderation processes.
  - b. The quality and consistency of assessment decisions and practices.
  - c. An audit of records.
  - d. Agreed actions.
  - e. Assessment decisions, including grades or marks awarded by the internal assessors or moderators.
- 6.2. The Training Administrators are responsible for checking that all papers have been internally moderated before sending off a sample to the external moderator, who is an External Examiner.

- 6.3. External Examiners are sent the following assessments for external moderation:
- a. A complete set of assignments from a module which contains less than 15 scripts
  - b. No less than 10 scripts from a module that contain more than 15 scripts. These shall be a selection of the following:
    - i. All failed.
    - ii. All borderline.
    - iii. All firsts.
    - iv. A sample of others to bring the number sent up to 10 scripts if necessary.
- 6.4. The External Examiners are not normally allowed to change marks; however they can recommend in the feedback to the Programme Leader an adjustment to the marks for the whole cohort when they feel this is justified. This would be discussed and approved at the Examination Board.

## 7. COMPLAINTS AND APPEALS

Should a student feel they have grounds to complain about the manner in which their assignments or examinations were marked or appeal against the decisions reached they may do so using the College [Academic Appeals Policy](#) .

## 8. OTHER REGULATIONS

- 8.1. Moderation should be on academic merit alone. The College makes every effort, in accordance with its '[Equality and Diversity Policy](#)' to ensure that students are treated solely on the basis of their merit, abilities and potential and not unlawfully discriminated against because of the Equality Act 2010 'protected characteristics of age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race (including colour, ethnic/national origin or nationality), religion or belief, sex (gender) and sexual orientation. We believe that diversity is a positive contribution to the learning experience at All Nations.
- 8.2. Mitigating circumstances affecting the assessment, should be dealt with according to the College [Extenuating Circumstances Policy](#) .
- 8.3. Where a moderator becomes aware of academic misconduct, the matter should be dealt with according to the College '[Academic Misconduct Policy](#)' document.
- 8.4. All student records are kept in accordance with the Data Protection Act 2018 and UK GDPR. See the College '[Data Protection Policy](#)' for details. This policy outlines data subjects' rights regarding the processing of that data.

## 9. ROLES, RESPONSIBILITIES, POLICY APPROVAL AND REVIEW

- 9.1. The **Board of Trustees** have legal oversight and responsibility for all College policies, but have delegated to the Academic Board the authority to ensure fit-for-purpose policies and procedures related to academic provision are in place. The **Board of Trustees** are responsible for ensuring:
- Academic provision at the College is adequately resourced.
  - They receive details from the **Vice-Principal (Academic)** of any serious incident or one which could be of reputational risk to the College which should be reported to either the Open University, the Office for Students and/or the Charity Commission.
- 9.2. The **Academic Board**, who is also authorized by the Open University through its accreditation process, acts on behalf of the **Board of Trustees** on all academic matters. They are responsible for:
- Ensuring that the academic activities of the College support its mission statement and values.
  - Ensuring that a fit-for-purpose moderation policy is approved by them and complies with all relevant legislation and regulations (e.g. the regulations of The Open University).

- Overseeing the effective implementation of this policy and ensuring it is satisfactorily managed.
- Ensuring that the principles of this policy are:
  - Considered when managing and planning academic matters.
  - Reviewed by exploring what can be learned from appeals/complaints when they occur.
  - Reviewed in consultation with academic staff, students and The Open University, as a means of constantly seeking to improve the College's academic provision.
- Ensuring they receive details from the **Vice-Principal (Academic)** of reported incidents and outcomes of cases (particularly where a significant impact on someone has occurred or lessons need to be learned), or details of a serious incident or one which could be of reputational risk to the College.

**9.3.** The **Principal/CEO**, the **Vice-Principal (Academic)** and the **Quality Assurance Committee** are jointly responsible for the annual monitoring and review of this policy and recommending approval to the Academic Board for all changes.

**9.4.** The **Vice-Principal (Academic)** is responsible for providing leadership for all academic provision of the College and for leading the college's moderation policy and practice by:

- Ensuring that decision making complies with College and Open University regulations and is applied consistently across academic provision.
- Reporting to the External Examiners where an appeal reveals that procedural irregularity has occurred.
- Ensuring tutors receive regular training for marking and moderation of assessments.
- Reporting to the **Academic Board** and **Senior Leadership Team** incidents and outcomes of cases (particularly where a significant impact on someone has occurred or lessons need to be learned), or details of a serious incident or one which could be of reputational risk to the College.
- Ensuring the College and its staff comply with any appeals process undertaken by an outside agency (e.g. The OU or the OIA).

**9.5.** The **Programme Leaders** are responsible for ensuring moderation is undertaken in accordance with this policy.

**9.6.** **External Examiners** are responsible for:

- Ensuring that the College has a rigorous process for the marking and moderation of assignments.
- Ensuring, through the scrutiny of marked papers and feedback in accordance with sections 5 and 6 of this policy, that the marking and moderation process is strictly followed.
- Adjusting the marks for a whole cohort of papers should they consider this to be justified.

**9.7.** The **Student Academic Representatives** are responsible for:

- Raising academic issues on behalf of their cohort with the **Vice-Principal (Academic)**.
- Reporting back to their cohort on the resolution of issues raised by the students or one of the academic committees.

**9.8.** **All academic staff and students** are responsible for:

- Familiarising themselves with this policy on appointment/at induction/orientation.
- Taking a pro-active role in improving the College's moderation policy and practice.
- Promoting and implementing/complying with this policy.

if **involved in an academic appeal** in any capacity, ensuring:

- they present their case with integrity and in a timely fashion and/or
- they comply with any investigation and the procedures in this policy.

- 9.9.** The **Recruitment and Training Administrators** are responsible for:
- Checking that all marked papers have been internally moderated and the final mark agreed, before submitting a prescribed representative sample of papers to the External Examiners for their scrutiny.
  - Processing an academic appeal in accordance with the procedures in the academic appeals policy.

## **10. POLICY COMMUNICATION**

- 10.1.** This policy and any other policies referred to in this document can be found in the student area on the College VLE and on the College website [here](#).
- 10.2.** The College General Administrator will make every effort to respond to any request to provide this policy in a different format. Such requests should be sent to [info@allnations.ac.uk](mailto:info@allnations.ac.uk)
- 10.3.** This policy will be included in staff and student induction.

## **11. RELATED DOCUMENTS**

- All Nations Christian College [Undergraduate Handbook](#)
- All Nations Christian College [Postgraduate Handbook](#)
- All Nations Christian College [Academic Appeals Policy](#)
- All Nations Christian College [Extenuating Circumstances Policy](#)
- All Nations Christian College [Academic Misconduct Policy](#)
- All Nations Christian College [Learning Support Policy](#)
- All Nations Christian College [Equality and Diversity Policy](#)
- All Nations Christian College [Data Protection Policy](#)