

Moderation Policy

Purpose

Moderation must be exercised on all results for all units of study for all Collarts courses of study. The purpose of this policy is to ensure the outcome of the moderation process is fair and equitable for all students and comparable distribution of marks and grades.

Scope

This policy applies to all units of study for all courses of study at Collarts.

Definition of Key Terms

Assessment means the process of collecting evidence and making judgements on whether the agreed learning outcomes for a unit of study has been achieved.

Moderation is a quality assurance process which ensures that assessment is continuously conducted with accuracy, consistency, transparency and fairness.

Moderation Committee is a sub-committee of the Academic Board charged with the responsibility for the moderation process.

Process

Moderation of assessment is the process by which Collarts satisfies itself that the principles of the college *Assessment Policy* are being observed. It addresses the interests of students, staff and its external stakeholders. Moderation seeks to assure all stakeholders that:

- Good practice in assessment is being applied consistently across the institution and its courses of study
- Student performance is being properly, fairly and consistently judged across all students undertaking the same course of study
- Standards expected of, and achieved by, students are appropriate, reliable and comparable to good practice in Australian higher education.

Procedures

Results are reviewed at the completion of a teaching period for all higher education courses by the Moderation Committee. The Moderation Committee is chaired by the Dean, with the Registrar acting as Secretary and consists of the following members:

- Chair of Academic Board (or their nominee)
- Chair of Teaching & Learning Committee
- Dean
- Program Leaders
- Program Coordinators
- Registrar
- Representative from Registrar's Office

The results are entered into the student management system and exported as spread sheets, collated in the following configurations:

1. Listed by unit on individual worksheets, sorted by student number, listing individual components and total mark and proposed grade.
2. List of students who have failed two or more units
3. Alphabetical list of units showing distribution of grades: HD, DD, CR, PP, NN, WW, WN

The Moderation Committee will review the results for a unit to monitor distribution for component assessments and final assessment. The review will include but not be limited to:

- students were assessed according to the task details in the unit outline
- proportional distribution of grades
- mean range of 63-70
- standard deviation range of 10-12
- assessments with missing student results are explained with reasons for no result recorded in minutes.

Where results fall outside reasonable distribution with regard to any aspect the Program Leader must provide a plausible explanation. The Moderation Committee may seek an explanation from the staff member responsible for assessment in the unit in question. If the Committee determines that a set of results falls outside reasonable norms or are inequitable it may amend the results.

Related Policies

This policy should be read in conjunction with the following college policies:

- *Assessment Policy*
- *Grievance & Appeals Policy*

Students currently enrolled at Collarts can access the referenced policies in the MyCollarts student portal via the *Student Resources* section at <http://mycollarts.edu.au/login/index.php>.

Further Information

Author:	Quality & Compliance Manager	Policy owner:	Dean
Approver:	Academic Board	Next review due:	August 2020
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