Moderation Quick Guide 2024

What	Why	How often	When	Form
Moderation of assessment materials (includes all assessments in a course)	Confirms all course Learning Outcomes have been met with the assessments	Before any new/changed assessment is used **OR** during internal & external moderation	Before the start of semester if an assessment is new/changed **OR** during internal & external moderation	**Moderation report template**
Check marking (Assessor judgements) Include a high, middle, low, outliers, borderlines, not-achieved (minimum 3 samples; no. of samples should be appropriate to the number of assessments overall)	Confirms assessments are being marked appropriately	Every semester for exams Every second year for other assessments **OR** more frequently if: • new/less experienced lecturers **OR** • significant changes have been made to the assessment materials **OR** • the assessment is delivered across multiple sites or via different modes of delivery **OR** • sub-contracted	Immediately after the assessment has been marked and before grades are released to students; make changes to marks if necessary/agreed before releasing to students	**Check marking report template**
Internal course moderation (includes assessment materials & assessor judgements (3 samples from 3 students for all the assessments)	To confirm that the assessments in the course meet all of the Learning Outcomes	At least once every 2 years **OR** as required by PAQC	After grade approval *Do not alter student results due to moderation outcomes but note for the next time the course is taught	**Moderation report template**
External moderation (includes all the assessment materials & assessor judgements for a sample of 3 students for all the assessments)	To confirm externally that the assessments in the course meet all of the Learning Outcomes	Once every 3 years	After grade approval *Do not alter student results due to moderation outcomes but note for the next time the course is taught	**Moderation report template**