

Marking and Moderation Policy

Moderation provides opportunity for discussion concerning previously assessed or already marked assessment work.

All assessed work submitted for credit in programs leading to Open University validated awards shall be subject to the policy of marking and moderation. This policy is applicable to all modes of assessment.

Responsibilities of moderators:

- Ensuring that all assessments carried out are accurately assessed as per marking criteria.
- Discussion and agreement regarding the awarding of marks or assessment decision

Procedures for Marking and Moderation:

- The first marker will provide the grade assigned to each item of assessed work and a justification for this grade based on the standard assessment marking criteria for the assessment of the course.
- Second markers will be selected by the Program director from the all Evaluators available in the Institution familiar with the course content. Second marker is only needed for a tutor in their first year of teaching/marketing and 100% of assessments have to be second marked. Thereafter, 25% of the assessment are internally moderated and not second marked. Appropriate feedback/ documentation on internal moderation is to be maintained. First marking and second marking will take place at the same time, therefore, the second marker will not see the first marker's comments or mark prior to carrying out second marking.
- If a marking discrepancy of 1st and 2nd marker (more than 10 marks) there needs to be a 3rd marker.
- A 25% representative selection of assessed work should be shared with external examiner (thereby providing them with evidence that second marking or internal moderation has been carried out).
- The mark should be agreed between the first marker and the second marker. In cases where it is not possible to reach agreement, in case of difference of more than 10 Marks in 1st marking and 2nd marking, an assessment committee will appoint 3rd Marker for evaluation of assessment work. All items of assessment for that course should be re-marked if the third marker recommends a significant change in the grade assigned to any item of assessed work. In this event, the entire cohort will be subject to the process of re-marking.
- Sample copies to be shared with the External Examiner at the end of the Module rather than mailing after each TMA. Scripts will be provided to the External Examiners for external moderation at least two weeks prior to the Examination Board.
- Each examiner will moderate a sample of 25% no less than 5 which will include all fails and range of mark.

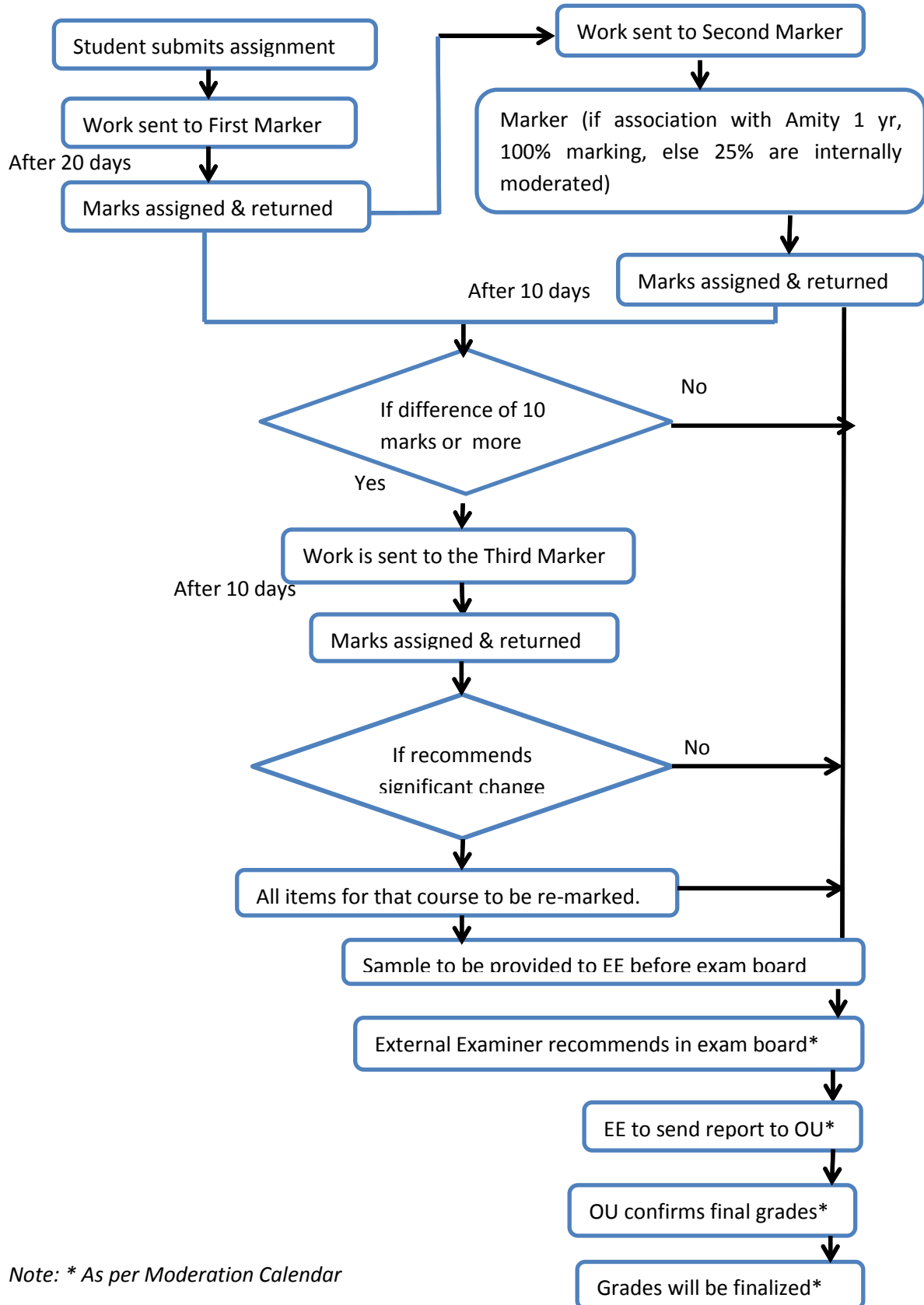
- All grades remain provisional until they have been confirmed at the relevant Board of Examiners.

Second consideration of assessments enables marked work and feedback to be critically appraised to ensure that the marking criteria have been correctly applied and that feedback to students is constructive. The key objectives of Second consideration are to ensure that assessments carried out are accurately assessed, feedback is provided to students supports their learning and development, and to advise and support assessors.

Generally the Course Tutor will second consider the marking of assessments by tutors within the group of module leaders, with their own marking being second considered by a suitable Academic staff. Sample size of second marking consideration will be based on number of assessments and experience of tutor. Assessment committee will ensure that Marking is unbiased and anonymous.

All assessed work submitted for credit in programs leading to Open University validated awards shall be subject to the policy of second marking. This policy extends to all modes of assessment. In implementing the College's policy on second marking, the following procedure will be adopted:

Annexure 1: Marking and Moderation Policy Flow Chart



Note: * As per Moderation Calendar