

APPENDIX 2

BJBS Moderation Process

Applicability

Every offering of every undergraduate and coursework postgraduate subject.

Assessments to be moderated and sample size

A **minimum moderation sample of 5 scripts** per marker for **at least one assessment task** requiring marker judgment. The assessment task(s) to be moderated will be determined by the Head of School (HoS), or nominee but the **entire task must be moderated and in total cover at least 30% of the total value of the assessment regime**. Note that sample size and the number of assessment tasks to be moderated may be significantly higher due to accreditation and/or partner and/or other requirements - HoS (or nominee) will notify.

Role of Subject Convenors

Subject Convenors are academic teaching staff who have overall responsibility for a subject in a particular session and may also simultaneously fulfil the role of Subject Coordinator for one cohort.

Role	Tasks	Qualifications
Subject outline	<ul style="list-style-type: none"> prepare the master copy of the Subject Outline (SO) in compliance with the SO QA Checklist (embedded in the Subject Outline Tool) by the due date 	<ul style="list-style-type: none"> sound knowledge of the SO QA Checklist
Moderation and grades	<ul style="list-style-type: none"> guide the subject team in the marking process by adhering to the 'BJBS During Delivery Moderation Process' (Diagram 1) ensure Grade Centre is correctly set-up 	<ul style="list-style-type: none"> sound knowledge of the 'BJBS Moderation Process' (Diagram 1) sound knowledge of Grade Centre
Subject reflection and planning	<ul style="list-style-type: none"> complete the 'Subject Reflection and Planning' section of the QUASAR system. 	<ul style="list-style-type: none"> Sound knowledge of the QUASAR system

Role of Subject Moderators

Moderators are academic teaching staff who have sufficient experience teaching and/or convening subjects within the School/Centre and have sufficient knowledge about relevant assessment procedures and policies. Moderators perform three distinct roles that may be fulfilled by up to three different academics if required. Responsibility for appointing moderators to each role rests with the HoS, or nominee.

Role	Tasks	Qualifications
Subject outline	<ul style="list-style-type: none"> quality assurance of subject outline consistent with the SO QA Checklist 	<ul style="list-style-type: none"> cannot be current subject convenor, must be an academic sound knowledge of the SO QA Checklist
Moderation and grades	<ul style="list-style-type: none"> check consistency of marking against the marking guide (including criteria and related standards) within and across cohorts ensure moderation work performed is recorded in the 'Moderation and Grades' section of the QUASAR system. 	<ul style="list-style-type: none"> sound knowledge of the subject cannot be the marker of the sample being moderated sound knowledge of grade finalisation processes
Subject reflection and planning	<ul style="list-style-type: none"> ensure correctness of and analysing patterns in final grades. ensure appropriateness of the convenors' end of session reflection and proposed action items. 	<ul style="list-style-type: none"> cannot be the current subject convenor

Diagram 1: BJBS Moderation Process

