



CHRISTIAN HERITAGE COLLEGE

POLICY: External Moderation of Assessment

Policy Group(s): Group H: Quality and Risk Management – 1: Quality
(Ref: H1/0505.1-0313)

Related Policy: Assessment
Benchmarking
Research Code of Conduct
Research Dissertation Examination Processes

Commencement Date: May 2005 **Review Date:** February 2018

POLICY STATEMENT

Intent:

The external moderation of assessment is an important part of the quality assurance process. It provides comparability of standards with regard to the judgements made by academic staff members, and ensures that students' results are able to be defended within the broader context of the higher education sector.

Scope:

All academic staff of Christian Heritage College (CHC).

Restrictions: Nil

Exclusions: Nil

Objectives:

1. To measure the quality of judgements made by academic staff with regard to student assessment.
2. To ensure the comparability of academic standards and outcomes of units within courses offered by CHC.

Policy Provisions:

1. General

- 1.1 Throughout the period of an academic year, Boards of Studies of each School will select a number of units, normally two, for the external moderation of assessment.
- 1.2 This moderation process is to be undertaken by persons who are external to CHC and who are qualified within the disciplines of the selected units. These persons may have current or recent experience in the public or private higher education sectors.
- 1.3 Each Board of Studies will identify external qualified persons¹ and invite them to moderate the assessment contained in the selected units. External moderators will be asked to provide a written report to the Dean of the relevant School regarding their conclusions.

¹ This process may be managed through a Memorandum of Understanding with a partner institution.

- 1.4 The Board of Studies will assess the report from the moderator within the context of the School and will seek to implement appropriate recommendations.
- 1.5 Deans will, via the School Annual Report, report the outcomes of the moderation process to the Academic Board.
- 1.6 The External Moderation of Assessment process is separate to that which is associated with the examining of Masters-level research dissertations by external personnel appointed by the Academic Board. Such processes are detailed in the Research Dissertation Examination Processes associated with the Master of Education.
- 1.7 Remuneration will not normally be offered to external moderators as this may be seen to compromise the independence of the moderation process. However, remuneration may be approved by the Principal on a case-by-case basis.

Supporting Procedures and Guidelines:

1. Nature of the Moderation

- 1.1 In undertaking the moderation process, external moderators will be asked to assess the comparability of academic standards evident in the selected CHC units against those of other Australian higher education providers.
- 1.2 The moderation process may entail a consideration of unit materials, with regard to aspects such as rationale, objectives/outcomes, content schedule, assessment schedule and resources.
- 1.3 The moderation of assessment will involve the moderator making a judgement regarding the quality of the academic grading of student work within the selected unit.

2. Documentation to be Provided

- 2.1 CHC will provide to the external moderator the relevant materials for the selected unit. This will normally include the unit outline, study guide and Book of Readings (as applicable).
- 2.2 The external moderator will receive copies of representative student assessment tasks, from which all identifying features have been removed.

3. Timing of the process

- 3.1 The moderation process will normally commence within one month of the date of the relevant Examiners' Meeting, at which student unit exit grades are ratified.
- 3.2 The moderation process will normally be completed within a three month period, to allow feedback to be incorporated into the preparation of the unit in the subsequent semester.

4. Reporting

- 4.1 External moderators are to provide a written report to the Dean of the relevant School regarding such aspects as comparability of academic standards, the standard of student work and the appropriateness of lecturer judgements and comments.
- 4.2 Deans will summarise the report for inclusion in the School Annual Report, with the original report attached as an appendix, for submission to the Academic Board.

WHO SHOULD KNOW THIS POLICY?

All academic staff

Boards of Studies

POLICY FURTHER INFORMATION

**Relevant Commonwealth/
State Legislation**

Guidelines for the registration of non-self accrediting higher education institutions and the accreditation of their course(s)

ACCOUNTABILITIES

Implementation: Deans of each School

Compliance: Academic Board

Monitoring and Evaluation: Academic Board

Development/Review: Policy Committee

Approval Authority: Academic Board

Interpretation and Advice: Registrar's Office

EFFECTIVENESS OF THIS POLICY

Performance Indicators:

- The inclusion of moderators' reports addressing a number of units in each School's Annual Report

Other

Definitions and Acronyms: CHC – Christian Heritage College

APPROVAL – section maintained by the Registrar

Reference No.	Approved	Date	Committee/Board	Resolution No. / Minute Ref.
H1/0505.1	Approved	May-05	Academic Board	4.4

REVISION HISTORY – section maintained by the Registrar

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0209	Approved	18/02/2009	Academic Board	4.4
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