

# School of GeoSciences

## Postgraduate Taught - Moderation Form 2013/14

### Course / Assignment Details and Deadlines

Course	Assignment	Submission Date	Marker and Deadline	Moderator and Deadline	Date to be returned to Course Secretary

### Instructions for Moderator:

Moderate either one third or 10 scripts (whichever is greater).

Carry out these stages and tick as appropriate:

- Review assignments at the extremes of the marking range (e.g. Grade A and fail marks)
- Review a selection of assignments with marks at all grade boundaries (e.g. 40-49, 50-59 etc).
- Review a selection of assignments with marks in the middle of each grade.

Initial all the scripts you have read so that the External Examiner can see which ones have been moderated. Be aware that the student may see any comments that you write on the script. Specific comments on individual marks should be appended on this form, not written on the script.

Then

- The scale of marking is agreed: no further action required
- There is a discrepancy between grades: resolve and account for agreed outcome
- Agreement cannot be reached, consult another moderator.

Then

- Leave all grades unaltered
- Move the entire range of grades used up or down
- Stretch/compress the grades from the top and/or stretch/compress from the bottom
- Move the entire grade range **and** stretch/compress one part.


Moderators Comments. Please write a brief account of the moderation, including any changes to marks agreed with the Course Organiser.

Signed:

Date:

Return this form to the Course Secretary along with the moderation assignments..

## Guidance Information - University Taught Postgraduate Assessment

		UNIVERSITY MARKING SCHEME MSc/DIPLOMA	
Mark %	Grade	Description	Standard for coursework
90-100	A1	An excellent performance, satisfactory for a Distinction.	Eligible for consideration for a Distinction at MSc.
80-89	A2		
70-79	A3		
60-69	B	A very good performance	Eligible for MSc
50-59	C	A good performance, satisfactory for a Master's Degree	Eligible for MSc
40-49	D	A satisfactory performance for the Diploma but inadequate for a Master's Degree	Eligible for Diploma
30-39	E	Marginal Fail Diploma	Fail MSc and Diploma
20-29	F	Clear Fail	
10-19 0-9	G H	Bad Fail	

### Introduction

Moderation is part of the quality assurance (QA) process for coursework and exams. The goal of moderation is to consider the standards of marking. The reason for moderation is to ensure across a group that students are treated fairly. Moderation is not double-marking – instead it is a more efficient process for QA, allowing rapid return of work to students for timely feedback. Moderation is designed to tackle a major issue of concern for external examiners in Post-graduate Teaching, which is inconsistency in marking. Many examiners have commented specifically on the lack of usage of the full range of the marking scale.

Moderators must check whether grade descriptors are being applied properly, particularly for new courses or with new staff involved in marking. If problems are identified, then the moderation process provides a fair and consistent way of adjusting marks. Moderators must also check whether feedback is included on all marked work, and that marks reflect the feedback given.

### Who can moderate?

Anyone who has not been involved in marking the scripts. If two or more people teach the same course but mark different scripts, they can moderate one another's marking.