

Educational Collaborations Moderation Procedures

Section 1 - Preamble

(1) This Procedure replaces Appendix 1.40(d) of the Academic Policy (December 2010).

Section 2 - Definitions

(2) For the purpose of this Procedure the following definitions apply. Where a term is not addressed by the definitions herein refer to the Academic Board's Definitions Policy.

- a. Assessment Kit
 - i. Assessment Tasks - Details of the individual assessment items required to be completed for a unit.
 - ii. Marking Criteria - Details of the performance criteria that if met, will result in a particular mark/grade for an assessment item.
 - iii. Grading Standards - The descriptions of the standards expected for each grade i.e. Pass, Credit, Distinction, High Distinction.
 - iv. Marker's Guide - The guide provided to markers by the Unit Assessor detailing the requirements for the assessment item and the marks/grades associated with each requirement
 - v. Student Feedback Sheet - The sheet on which student feedback is provided for each assessment item. This sheet is returned to students with their marked/graded assessment item
 - vi. Exemplars (may be provided) - Examples of answers to past or equivalent assessment items that provide a guide to the marker for the level of requirement for each mark/grade.
- b. Moderation
 - i. The following procedures comply with Part C of the Assessment Policy and are meant specifically to apply to situations involving markers employed in educational collaboration relationships with Southern Cross University.
- c. 'Licensed Provider' - means the partner with whom SCU has contracted to deliver the SCU courses.
- d. 'Local Lecturer' means the lecturer, tutor and/or marker employed by the Licensed Provider to teach and/or mark the SCU unit.
- e. 'SCU UA' - means the SCU Unit Assessor.

Section 3 - Procedures

Part A - Provision of Materials and Early Contact

(3) A master copy of course materials is distributed to the Licensed Provider who distributes to Local Lecturers and students (where relevant). Course materials include items i-iii of the Assessment Kit, detailed in clause (2)a.

(4) The SCU Unit Assessor (UA) contacts the Local Lecturer in Week 1 of the teaching period for the purpose of early discussion about the unit content and assessment and to resolve any queries or issues about the delivery of the unit. If there is NO reply to email contact, the SCU UA must inform the relevant SCU administrative unit who will follow up

with the Licensed Provider. If there is still no contact by the Local Lecturer, the SCU UA must raise the issue with the SCU Course Coordinator (see Part D).

(5) It is expected that all students will have access to the [MySCU website](#) for the relevant units and this must be reinforced by the SCU UA to the Local Lecturer.

Part B - Assignments

Assignment 1

(6) The SCU UA distributes items iv. and v. from the Assessment Kit, clause (2)a, to the Local Lecturer. Item vi. of the Assessment Kit can be supplied also. Item iv. the Marking Guide should be provided as close as possible to the due date of the assessment item, preferably on the due date of the assessment item.

(7) Within four (4) working days after the due date for assignment one the SCU Unit Assessor will harvest a random sample of a minimum of five (5) marked/graded assignments, including student feedback.

(8) Within three (3) working days of receipt of the sample marked/graded assignments provided under clause (7), the SCU UA will co-mark the sample and provide feedback on the marking and the quality and quantity of student feedback to the Local Lecturer. The SCU UA may determine that a greater sample is required at this time and seek further samples from the Local Lecturer. The SCU UA may adjust marks/grades for the sample where necessary and advise the Local Lecturer to adjust the marking/grading accordingly.

(9) At the end of the marking period (usually 10 working days from the due date for the assignment) the Local Lecturer will submit to the SCU UA a marksheet setting out the marks/grades for assignment 1 for all students enrolled in the unit. The SCU UA will review the marksheet. If the SCU UA is satisfied with the allocation of marks/grades they will advise the Local Lecturer to return the marked assignments to students.

(10) If the SCU UA is not satisfied with the allocation of marks/grades, they should discuss the matter with the Local Lecturer and if necessary and in consultation with the SCU Course Coordinator, seek to have all, or some of, the marked assignments sent to SCU by the Licensed Provider for review. The SCU UA may allocate new marks/grades after remarking. Once the SCU UA is satisfied with the allocation of marks/grades they will advise the Local Lecturer to return the assignments with the revised marks/grades to students.

(11) The SCU Course Coordinator should report any unresolvable issues with the marking/ grading standards of Local Lecturers to the SCU Head of School /Head of College who may choose to take up the issue with the Licensed Provider (see Part D).

(12) Turnaround times for clauses (8) through (11) should be adhered to unless specific difficulties arise. In the event that the Unit Assessor or Local Lecturers encounter such difficulties, the Unit Assessor will inform the Head of School /Head of College and lodge a request to extend the deadlines. SCU Head of School /Head of College may choose to take up the issue with the Licensed Provider.

Assignment 2

(13) Repeat clauses (6) through (12).

Part C - Exams

(14) The SCU UA must ensure the Local Lecturer is provided with relevant information relating to the examination and assist the Local Lecturer and students with guidance on the format and relevant study areas for the examination. The SCU UA must ensure updates and advice are provided consistently to all cohorts enrolled in the unit.

(15) Examination papers will be provided to the Licensed Provider as close as possible to the examination date and in a manner prescribed by SCU to ensure appropriate security.

(16) Where exams are marked by the Local Lecturer:

- a. The SCU UA provides item d. from the Assessment Kit to the SCU Administrative Officer who will provide it to the Licensed Provider. The marking guide is not to be released to the Local Lecturer prior to the commencement of the examination.
- b. Completed exam scripts are to be provided to the SCU UA in one of the following ways:
 - i. The Local Lecturer marks 100% of the exam scripts and submits the marksheet to the nominated staff member at SCU within the agreed period. SCU will select a sample of 10 or 10% of students, whichever is the greater, for their scripts to be forwarded to SCU for sample marking and advise the Licensed Provider; OR
 - ii. The Local Lecturer marks 100% of the exam scripts and submits the marksheet and all of the exam scripts to the nominated staff member at SCU within the agreed period. SCU will select a sample of 10 or 10% of the marked exam scripts, whichever is the greater, for sample marking.
- c. If the SCU UA is not satisfied with the allocation of grades following sample marking, they may determine that all exam papers need to be double marked. Where double marking of examination papers is required, the SCU UA will request the papers from the Local Lecturer if required and must inform the Course Coordinator. Where adjustments to examination marks/grades are deemed necessary by the SCU UA the final determination is to be made by the SCU UA.
- d. The SCU Course Coordinator should report any ongoing issues with the marking standards of Local Lecturers to the SCU Head of School who may choose to take up the issue with the Licensed Provider (see 5. below). The SCU Head of School may also require that the Licensed Provider meet any costs associated with additional marking that is outside the arrangements specified in the Agreement between SCU and the Licensed Provider. The SCU UA is responsible for recommending the final grades for the unit. A student's final grade represents the sum of the marks/grades achieved in each assessment task outlined in the assessment kit and correspond to the percentages outlined in Rules Relating to Awards Rule 3, Section 11 clause (59).

Part D - Control Processes

Moderation Report

(17) The SCU UA completes the moderation report for each location at the end of the teaching period (see attachment 1) which reports on the moderation outcomes, including a recommendation about whether the Local Lecturer should be used in the future and submits the report to the Course Coordinator. The SCU UA is responsible for providing feedback to the Local Lecturer.

(18) The Course Coordinator /Head of School is responsible for providing feedback to the Licensed Provider, including discussion of any issues arising.

(19) The SCU UA will submit the final grades for the unit to their relevant Committee of Examiners. In accordance with Rule 1, Section 1 and Rule 3, Section 12 of the University's Rules Relating to Awards, the Board will determine the final grades for the unit.

Responsibility of the Licensed Provider and SCU Follow-up

(20) The Licensed Provider is responsible for ensuring Local Lecturers are available and able to meet the delivery and marking requirements for the SCU units. If the Local Lecturer fails to contact the SCU UA when required or does not meet the required deadlines for the provision of sample assignments required, the Course Coordinator may choose to discuss the issue with the Licensed Provider or report the issue to the Head of School who will raise the issue with the

Licensed Provider.

(21) If a Local Lecturer consistently marks outside the agreed standards for the assessment tasks and does not comply with the advice provided by the SCU UA, the Course Coordinator must report the issue to the Head of School. The Head of School reserves the right to advise the Licensed Provider following the final exam that the Local Lecturer is not suitable to teach the unit and must be replaced for the next offering of the unit at that location. The Licensed Provider may also be required to pay any additional costs associated with double marking.

(22) If an unsuitable Local Lecturer continues to be hired by a Licensed Provider following advice that they are not suitable, the SCU UA or Course Coordinator must report the matter to the Head of School immediately who will take up the issue with the Licensed Provider and with the Pro Vice Chancellor (International and Enterprise).

Part E - Variations

(23) Any variation to this Faculty Standard must have Head of School approval in writing.

Status and Details

Status	Historic
Effective Date	14th August 2012
Review Date	14th April 2015
Approval Authority	Academic Board
Approval Date	14th August 2012
Expiry Date	17th August 2014
Head of Work Unit	Andrew Rose Chair, Academic Board +61 2 66203189
Enquiries Contact	Governance Services