

# POLICY ON MODERATION OF ASSESSMENT

## Key Principle

**Schools must have a formal moderation policy**, and must retain records showing that moderation has occurred.

The School's moderation activity will be **reported on by the Chief External Examiner** each year and **reviewed through the Internal Audit process** every three years.

School moderation processes must ensure **equivalence between course assessment across all modes and locations of study**.

## Policy on Moderation of Assessment

In May 2013, the Senate approved, for implementation with effect from 2013/14, a **Policy on the Moderation of Assessment**. The aim is:

*To assure the University that the standard of student learning required to achieve a specific grade, credit or award is consistent as far as possible across each discipline and is fair to all students.*

## Implementation

Each School:

- should have a moderation policy, which should meet the requirements of the University Policy.
- can use *Guide for Schools on the Moderation of Assessment* to produce or revise their own policies.
- should send their moderation policy to the Clerk of University Committee for Quality and Standards.

## Review

- The University Policy will be reviewed every three years by the University Committee for Quality and Standards (most recently, December 2018).
- School policies will be reviewed every three years as part of the Internal Audit process.

## Scope

The scope of the University and School policies covers:

- All qualifying assessments contributing to the degree awards associated with a programme:
  - All forms and variants of summative assessment (ie those contributing to the overall mark/grade and award of credit) across all modes and locations of delivery
  - All stages of the assessment process (from design of assessments to confirmation of results)
- Stage 3 assessments on programmes from which a large number Ordinary degrees are awarded.

Schools may opt to apply some or all of their moderation policy to assessments in non-qualifying courses.

## School Moderation Policy

As template for School moderation policies is provided in outline form in the University Policy and in detail in the Guide for Schools. The suggested categories are:

1. Policy Statement
2. Scope
3. Roles and Responsibilities
4. Reporting Procedure
5. Communication of the School Policy

Schools may adapt their moderation policies to reflect the extent of potential risk to equity of treatment of students or to consistency of quality and standards.

## School Moderation Policies

A copy the School Moderation Policy, including revised versions, should be sent to the Clerk of the University Committee for Quality and Standards.

## References and Further Information

Contact: [quality@hw.ac.uk](mailto:quality@hw.ac.uk) Moderation Policy + Guide: <https://www.hw.ac.uk/services/docs/moa-policy.pdf>;  
<https://www.hw.ac.uk/services/docs/moa-schoolguide.pdf> Quality Assurance: <https://www.hw.ac.uk/services/academic-registry/quality/quality-assurance.htm> Learning and Teaching Policies and Procedures: <https://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/policy-bank.htm>

## Quality Assurance Briefing Papers

This briefing paper has been produced by Academic Quality and is one of a series related to Quality Assurance procedures. The briefing papers aim to provide a concise, informative overview of key processes, and include links to relevant policies, procedures and templates.