Grade Moderation Procedure

Section 1 - Introduction

Purpose and Parent Policy

(1) This procedure outlines the steps for ensuring that grading is consistently and correctly performed by moderating the grades awarded by Assessors under the [Assessment, Grading and Certification Policy](#).

Responsibilities

Faculty Responsibilities

(2) The Programme Director or nominee, in consultation with the relevant Assessors and Grade Moderators, is responsible for implementing the procedure for grade moderation.

Staff Responsibilities

(3) Staff on the Programme Team who collect and store grades are responsible for selecting grades for moderation.

Section 2 - Procedure

Part A - Procedure for Grade Moderation

Appointment of Grade Moderators

(4) Experienced, competent Assessors are appointed as Grade Moderators.

(5) The Grade Moderator for a particular set of grades should have had no prior involvement in making academic judgement for the relevant pieces of student effort.

Sampling

(6) Following grading in line with the [Grading Student Effort Procedure](#), the Programme Team takes a sample of the grades for moderation.

(7) This sample group should include:

  a. Any borderline grades
  b. Any fail grades
  c. A random sample from within each grade band

Grade Moderation

(8) Grade moderation takes place in line with the [Assessment, Grading and Certification Policy](#).

(9) Grade Moderators review the application of the marking scheme against the student effort by the original Assessor

to ensure consistent and fair assessment.

(10) Grade Moderators submit a report detailing any proposed adjustments to the grades selected for moderation along with detail of the extent to which they believe the grading scheme and criteria were correctly applied.

(11) Variation in grading between the Assessors and the Grade Moderator may be discussed between the two in an attempt to reach agreement.

(12) Variation in grading may be discussed between the Grade Moderator and the Programme Director or nominee to determine the final grade.

(13) The Programme Director has the final decision on moderation of a grade, subject to the Board of Examiners.

Status and Details

Status	Current
Effective Date	2nd November 2020
Review Date	2nd November 2023
Approval Authority	Academic Board
Approval Date	23rd September 2020
Expiry Date	Not Applicable
Enquiries Contact	Quality Assurance

Glossary Terms and Definitions

"Procedure" - Procedures are the broad actions that must be carried out to implement a policy. They set out 'how to do' what the policy specifies must be done.