**Proforma for internal standardisation and moderation of marking**

|  |  |
| --- | --- |
| **2D_black_72dpi** | **Assessment Moderation Report**  (please see [UW Assessment Policy](https://www2.worc.ac.uk/aqu/documents/AssessmentPolicy.pdf) for  definitions and details of moderation) |

**Confidential: for UW staff and external examiner(s) only**

|  |  |  |  |
| --- | --- | --- | --- |
| **Module Code:** |  |  | |
| **Module Title:** |  | | |
| **Module Leader:** |  | | |
| **Academic Year:** |  | **Semester:** | S1 / S2 / AS |
| **Assessment No/Title:** |  | **Assessment choice (if applicable):** |  |
| **Date of submission:** |  |  | |

|  |  |
| --- | --- |
| **Marking and Moderation team** | |
| **Name** | **Initials** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Standardisation**  **(if applicable):** |  | **Date of Moderation:** |  |
| Nature of Standardisation  (Guidance – Please Delete) Describe how any standardisation activity was undertaken – see guidance in Appendix 5 of [University Assessment Policy](https://www2.worc.ac.uk/aqu/documents/AssessmentPolicy.pdf) | | Describe how moderation was undertaken  (Guidance – Please Delete) Typically internal moderation or double marking (blind or non-blind) - see Appendix 5 of [University Assessment Policy](https://www2.worc.ac.uk/aqu/documents/AssessmentPolicy.pdf) | |

|  |
| --- |
| **Comments from module leader**  Please comment on any issues that the internal moderator should be aware of for this assignment, if necessary. |
| (Guidance – Please Delete) Please comment on any issues that the internal moderator should be aware of for this assignment, including for example number of AI cases. |

**Statistical Analysis from first marking**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Module Cohort Size:** | |  | | **Number of assignments marked:** | | |  | | | **Number to be Moderated:** | |  |
| **Breakdown of marks for all submissions (% if 20+ submissions)** | | | | | | | | | | | | |
| **A** | **B** | | **C** | | **D** | **E** | | **F** | **G** | | **H** | **NS** |
|  |  | |  | |  |  | |  |  | |  |  |

**Individual student outcomes from sample (add more rows if necessary)**

*External examiners must be able to match actual student work to the information below and you should therefore normally use the student number (as that is present on the work) unless it has not been marked anonymously. If you have a large sample, you may consider using other means of matching work with grades. In such cases, please discuss with your external examiner(s) and feel free to amend/adapt this element of the form.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student number, name or other identifier (e.g., Turnitin submission number) | Assignment choice -  if applicable | Marker Initials | Marker  Grade  (initial) | Moderator  Grade  (initial) | Moderator comment if mark not agreed |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| **Agreement of grades**  Please indicate any significant discussions and/or actions taken to agree final marks.  *(Note that it is not appropriate to adjust the grades of submissions in the sample, without reviewing the grades awarded to all submissions.)* |
|  |

|  |  |
| --- | --- |
| **Comments from Moderator**  Moderators are expected to use the space below to provide commentary that marking and internal moderation has taken place in accordance with [University Assessment Policy](https://www2.worc.ac.uk/aqu/documents/AssessmentPolicy.pdf).  *(Note that comments from Moderator are expected regardless of agreement of marks.)* | |
| **Are marking standards appropriate?** | Please comment on the validity of grades assigned by initial marking to the sample of submissions |
| **Is the quality of feedback consistent with course team agreed approach?** | Please comment on the quality of feedback given to the sample of submissions |
| **Is the marker commenting appropriately on the use of English language by the student?** | Please comment on proficiency in English language demonstrated in the student work, and marker comment on this |
| **Comments for the module leader and/or course leader to consider for future practice** | Recommendations for enhancing practice and/or student outcomes |

**To be completed by internal moderator.**

|  |  |
| --- | --- |
| **Internal moderator** |  |
| **Date sample received** |  |
| **Date moderation completed** |  |

**I confirm that moderation has taken place in accordance with University policy and that the final grades have been agreed following the discussions and actions specified above.**

|  |  |
| --- | --- |
| **Module Leader** |  |
| **Date** |  |

**This form should be provided to the External Examiner as confirmation of completion of the moderation process.**

|  |  |
| --- | --- |
| **Comments from External Examiner**  Generally, External Examiners are expected to comment by exception and to provide overall comments in the Annual Report. Space is provided below if External Examiners wish to provide comment on individual modules and samples of students’ assessed work and outcomes | |
| **Is the marking accurate and fair, aligned with the grading criteria?** | Please comment on the validity of grades assigned by to the sample of submissions |
| **Is feedback clear? Does feedback identify key strengths and areas for improvement?** | Please comment on the quality of feedback given to the sample of submissions |
| **Has internal moderation taken place effectively?** | Please comment on the process and recording of internal moderation |
| **Comments for the module leader and/or course leader to consider for future practice** | Recommendations for enhancing practice and/or student outcomes |

|  |  |
| --- | --- |
| **External Examiner** |  |
| **Date** |  |

**Please return completed report to the module leader. Where External Examiner comments have been provided, the module leader and/or course leader should provide a written response to these.**