Context and Purpose

This Procedure prescribes the requirements for moderation of course assessment and should be read in conjunction with the Assessment Policy and related Procedures. This Procedure applies to all courses offered as part of:

- an enabling program
- an undergraduate or postgraduate coursework program
- single course and cross-institutional enrolments

UniSA units delivered through Open Universities Australia (OUA) or other authorised third party

Responsibility

The Provost and Chief Academic Officer is responsible for organisation-wide adherence to this Procedure.

Procedure

A. Moderation of assessment

1. Moderation of assessment supports high quality assessment practices which are an important element of the University's quality assurance framework.

2. Academic Unit moderation practices must be approved by the Academic Unit Board and reported to the Academic Strategy, Standards and Quality Committee for noting.

3. Each Academic Unit must ensure that its moderation practices include the following requirements:

    a. Deans of Programs must provide an annual report on moderation to the Academic Unit Board or delegated committee

    b. for programs that are not externally accredited, an external moderation process must be undertaken at least once per every program review cycle conducted in accordance with the Quality Assurance and Improvement Policy

    c. a report on moderation processes and outcomes must be included as part of the re-accreditation report prepared as part of each program review conducted in accordance with the Quality Assurance and Improvement Policy

    d. specific provision for moderation must be included in contracts related to the delivery of offshore programs and other delivery by third party providers

e. the moderation practices of an Academic Unit must be reviewed by its Teaching and Learning Strategy Group at least once every three years

4. In addition to the requirements specified in clause 3, each Academic Unit must ensure that its moderation practices specify:

   a. how assessment tasks are reviewed in relation to course objectives, student workload and, where applicable, professional accreditation requirements

   b. practices ensuring consistent, valid and reliable judgements are made about student performance in relation to learning outcomes within and across courses. This might include the use of:

      i marking guides

      ii second marking, where a second marker assesses a representative sample of student work

      iii double-blind marking, where high-value assessment tasks are marked independently by two assessors

   c. how marks and grades are reviewed

   d. how the quality of feedback provided to students is reviewed

   e. any actions that may be required before results are finalised for the study period

   f. equivalent practices for alternative forms of course delivery such as offshore or external

   g. the nature and timing of external benchmarking of moderation practices.

Further Assistance

Student and Academic Services Policy Team

Related Documentation:

Assessment Policy

Officer Responsible for Update and Review: Registrar and Director: Student and Academic Services

Approval Authority: Academic Board, 28 October 2022

Commencement Date: 1 January 2023

Review Date: January 2026

History: This Procedure supercedes equivalent content in the 2022 Assessment Policies and Procedures Manual.