

Internal Moderation

Terms of Reference

Terms of Reference for Internal Moderators

Internal moderators are required to send their report to the course Discipline Head on the conduct of this process and issues related to assessment.

For Lecturers:

All assessment material to be moderated is to be submitted for moderation in one submission for each paper as soon as possible after the due date of the assessment and prior to the due date for the return of student scripts. Please put all assessments for moderation in the correct file (Moderation) on the Teaching Hub. If you are posting the moderation to the moderator include a self addressed envelope for the return of the scripts. The documentation required for moderation:.

- Copy of the assessment task
- Copy of the course outline which includes learning outcomes
- Lecturer's completed marking schedule for each script
- Students' marked scripts
- Any other information regarding assessor decisions with the students' work, including any supporting student evidence if needed
- One blank Internal Moderation form

For the Moderator:

It is important that the script is moderated by the due date so that students can get feedback in a reasonable time and according to policy.

- Please return the marked scripts; course outline and the completed moderators form in the envelope provided.
- Clearly note any recommended changes or suggestions on the form provided
- Return a copy of the completed moderators form to the course Discipline Head