TE KUPENGA – CATHOLIC THEOLOGICAL COLLEGE

MODERATION POLICY AND PROCEDURES

For those engaged in a Sydney College of Divinity (SCD) degree or paper, SCD policies also apply. Where there is a conflict between this policy and the SCD policies, the SCD policies should be followed.

Purpose of Policy

Te Kupenga – Catholic Theological College commits to the practice of moderation of student assessments as a quality review and assurance process.

The policy should be read in conjunction with the Assessment Policy; the Programme Development and Review Policy and Procedures; and the Student Complaints, Grievances and Appeals Policy and Procedures.

Scope

This policy applies to all papers and programmes in the Te Kupenga – Catholic Theological College (CTC).

Principles

In order to ensure academic standards and assessment procedures and practices are valid and reliable, CTC moderation strives to:

1. Maintain consistency, stability and equity in assessment practices and procedures
2. Include self-review to guide teaching and learning
3. Monitor the validly of expected learning outcomes
4. Provide opportunities for independent feedback, which in turn contribute to performance review and professional development
5. Comply with the moderation requirements of standards setting bodies, particularly the Catholic Institute of Sydney and the Sydney College of Divinity as awarding institutions

Guidelines

*   *Pre-assessment moderation* is a quality assurance process that aims to ensure the appropriateness, fairness, clarity and standard of assessment tasks/resources before they are used for assessment.
*   *Post-assessment moderation* includes quality assurance processes during and after marking to ensure consistent and accurate assessment decisions in accordance with the set marking criteria. Both pre- and post-assessment moderation should facilitate and enhance student learning.
*   *Set marking criteria* is an important component of the assessment package and should be constructed in such a way that the evaluation of the content not adherence to the structure of the task is the key determinate of the student's final result

The Dean will ensure that moderation requirements are met, both those of the New Zealand Qualifications Authority (NZQA), and of accrediting agencies for qualifications validated by other institutions.

Moderation Schedule

An external and internal moderation schedule will be made available at the beginning of every academic year.

AT CERTIFICATE AND DIPLOMA LEVEL

   Internal moderation:

   Moderation of a paper taught by a particular lecturer will be on a two-yearly cycle, except the following which will be moderated annually:

   a.   New teachers (a teacher is deemed 'new' for two years)
   b.   New papers
   c.   Changes to papers following review and therefore significant changes to the assessment tasks
   d.   All failed scripts
   e.   Assessment tasks belonging to learners who have made formal or informal complaints during the paper about the paper or teaching quality, or who have raised issues that may be deemed as compromising marking impartiality.

   External moderation:

   External moderation will be organised along discipline lines with 2 disciples moderated per year. Scripts will be submitted for external moderation once a semester.

AT DEGREE LEVEL

   Internal moderation:

   As per SCD policy, all papers taught are moderated internally every semester.

   External moderation:

   Papers are externally moderated on a rolling basis, organised along discipline lines, as per the SCD schedule (approximately every 4 years).

PROCEDURES

Pre-Moderation and Paper Reviews

Papers are reviewed and assessment tasks pre-moderated regularly. The respective Assistant Deans, in consultation with the Dean, issues a timetable at the beginning of the year for all papers taught in the calendar year. The Assistant Deans will review all papers, in consultation with lecturers, tutors and discipline heads, to ensure currency in all papers, that the level of the paper and the credit value are maintained, and that the assessment tasks are understood in the context of the learning outcomes. Any changes mooted to NZQA-approved awards require following appropriate NZQA change processes.

Internal Moderation

AT CERTIFICATE AND DIPLOMA LEVEL

   1.   Moderation checklists will be given to lecturers at the beginning of the year. These are records of the internal moderation for the year. These lists will identify which papers are being moderated, and which lecturers will be internally moderating.

2. At a minimum, the highest marked student text, the median marked student text and the lowest marked student text are to be moderated.
3. The internal moderator assesses the piece of work and compares their judgement to that of the marker.
4. If they do not agree with the lecturer's marks they need to identify where the disagreement is and discuss it with the lecturer. Where the situation is resolved, this is recorded on the moderation form.
5. If the lecturer is finding it difficult to reconcile the two sets of judgements and therefore it is not clear how a decision can be reached, the Assistant Dean (or delegate) must be involved. The Assistant Dean (or delegate) then makes a decision based on transparent and exact judgements of the two markers.
6. Most papers have two to three assessment tasks. Not every task is moderated each time. Lecturers need to keep a record of this to ensure all tasks are moderated according to the moderation cycle of CTC.
7. Moderation results form part of the performance management process, as they are used as monitors of a lecturer's ability to assess.

AT DEGREE LEVEL
1. Each lecturer has an internal moderator assigned to their paper prior to the start of the semester.
    a. The lecturer should send their paper (course unit) booklet to the moderator before it begins to check it meets the SCD policy
    b. When the first paper assessment happens, the lecturer sends the bottom, top and median script to the internal moderator, including comments and marking. This assists the internal moderator to check validity and get an early indication of the median.
    c. The Internal moderator sits in on exams if possible.
2. The internal moderator assesses the piece of work and compares their judgement to that of the marker.
3. If they do not agree with the lecturer's marks they need to identify where the disagreement is and discuss it with the lecturer. The overall marking standard is the one being moderated and not the marking of individual paper. This means that a second marker might disagree somewhat on an individual mark, while agreeing that the overall marking standard is fair. Where the situation is resolved, this is recorded on the moderation form.
4. At the end of the paper, all marks are sent to the Asisstant Dean.
5. The Assistant Dean checks marks and investigates where there is evidence of unusually high or low grades or failure rates.
6. Issues identified by the Assistant Dean are then brought to the Examiners' Meeting (attended by the Dean and all lecturers of that semester). Moderation decisions are made by the meeting.
7. Lecturers evaluate paper content and assessment tasks and discuss with the Assistant Dean. Adjustments are made where required and appropriate.

External Moderation

AT CERTIFICATE/DIPLOMA LEVEL
Lecturers will be informed which papers are to be externally moderated in the year and the procedures for having the students' scripts ready.

The Assistant Dean (or delegate) is responsible that moderation scripts and the relevant information are sent to the identified tertiary institution by the time this is required, and that sampling requirements are met.

Lecturers are responsible for having student scripts available for moderation. Lecturers should save the student scripts with the necessary information in the moderation folder on SharePoint.

The external moderator will issue a report after the work is completed. Relevant suggestions for changes to improve assessment, etc., will be implemented, led by the Dean.

AT DEGREE LEVEL

Once the internal examiners' meeting has been held and results have been moderated, the Assistant Dean ensures that results are uploaded to the SCD database, for moderation by first the Catholic Institute of Sydney, and subsequently the Sydney College of Divinity. For further details on this process, see the *SCD Moderation Policy and Procedures*.

Final results are to be disseminated only after the full moderation process has been completed.

The external moderator will issue a report after the work is completed. Relevant suggestions for changes to improve assessment, etc., will be implemented, led by the Dean.

Discipline and Institutional Moderation

In addition to internal moderation, CTC is subject to both Discipline Moderation and Institutional Academic Moderation, as outlined in the Memorandum of Agreement with the Catholic Institute of Sydney (saved in the Academic Policies folder on SharePoint), which is a Member Institution of the Sydney College of Divinity (SCD). This relationship is for CTC's degree-level programme.

The *SCD Discipline Moderation Policy* is saved on SharePoint. It specifies that each year one discipline/field of study in the SCD as a whole and in each teaching body will undergo moderation, on a schedule that will be provided to CTC in advance.

The *SCD Institutional Academic Moderation Policy* is also saved on SharePoint. The Moderation of the teaching body covers all aspects of the academic operations within it, including the Disciplines. Accordingly, its brief is much wider than that of Discipline Moderation, and includes papers, assessment, teaching and learning, library, student support services, and the academic governance within the Member Institution. Where appropriate, the Discipline Moderation reports are made available to the Moderators of Member Institutions and vice versa.

Student Moderation Appeals

Students are informed through the Student Manual that they may approach the lecturer of a paper if they have questions about an assessment or result. The lecturer may adjust assessments when appropriate, in consultation with the Assistant Dean (or delegate).

If the student is not satisfied after this, they may follow the Appeals procedures outlined in the Student Complaints, Grievances and Appeals Policy and Procedures.

For those undertaking papers in the SCD degree may also use the *SCD Appeals Procedures.*

Review and approval
The Moderation Policy and Procedures document is subject to the normal three-yearly review. Review is the responsibility of the Academic Advisory Board, with approval by the Te Kupenga Governance Board.

Reviewed: [August 30, 2021]
Next review: [August 31, 2024]