MODERATION POLICY AND PROCEDURES

Te Kupenga is a leading provider of Catholic thought leadership, knowledge and faith formation in NZ and is the home of three national agencies: the Catholic Theological College, responsible for providing approved tertiary qualifications; the National Centre for Religious Studies, responsible for supporting Religious Education in Catholic schools; and the Nathaniel Centre for Bioethics, responsible for research and advocacy on bioethical issues.

For those involved in a University of Notre Dame Australia (UNDA) degree or course, UNDA Policies and Procedures also apply. Where there is a conflict between this policy and the UNDA policies, the UNDA 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 validity 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 University of Notre Dame Australia as awarding institutions, and NZQA.

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 and to ensure that students have met the course learning outcomes. 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 Director and Deans 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 disciplines moderated per year. Scripts will be submitted for external moderation once a semester.

AT DEGREE LEVEL
  Internal moderation:
  As per UNDA 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 UNDA schedule (approximately every 4 years).

PROCEDURES

Pre-Moderation and Paper Reviews
Papers are reviewed and assessment tasks pre-moderated regularly. The Director and Deans issue a timetable at the beginning of the year for all papers taught in the calendar year. The Director and 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 Dean (or delegate) must be involved. The 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 UNDA 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. 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 Dean.
5. The Dean checks marking and investigates where there is evidence of unusually high or low grades or failure rates.
6. Issues identified by the Dean are then brought to the Examiners' Meeting (all lecturers of that semester). Moderation decisions are made by the meeting.
7. Lecturers evaluate paper content and assessment tasks and discuss with the 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 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 Dean ensures that results are uploaded to the UNDA database, for moderation by first the Catholic Institute of Sydney, and subsequently the University of Notre Dame Australia. For further details on this process, see the *UNDA 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 University of Notre Dame Australia (UNDA). This relationship is for CTC's degree-level programme.

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

The *UNDA 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 Dean.

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 UNDA degree may also use the *UNDA Appeals Procedures.*

Review and approval

The Moderation Policy and Procedures document is subject to the normal three-yearly review. The Academic Advisory Board should be consulted as part of the review process, before approval by the Te Kupenga Governance Board.

Reviewed: [] August 2024
Next review: []August 2027