# Assessment Moderation Record



(Template recommended for use in single marker/moderator and team marking situations. It can be adapted if necessary.)

Approved at Learning and Teaching Committee, October 2017

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| --- | --- | --- | --- | --- |
| Item details (to be completed by ML) | | | | |
| Partner Institution *(where applicable)* |  | | | |
| Module code |  | Module name |  | |
| Date of moderation |  | Marker(s) |  | |
| Item type |  | Moderator(s) |  | |
| Number of pieces marked |  | Max Turnitin score |  | |
| Number of pieces moderated |  | Turnitin: note of any action taken |  | |
| Range of marks (no. in grade from total submitted)   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1st | 2.1 | 2.2 | 3rd | F | | | | | |
| Moderation Summary | | | | Yes/No |
| Are the sampled marks aligned with the assessment and marking criteria? | | | |  |
| Are the comments fair, formative and consistent with the marks? | | | |  |
| Do you agree the range of marks? | | | |  |
| Have you agreed individual marks within the sample to within **5%** + or -? | | | |  |
| Has the sample been constituted to include at least 10% of submissions, across the range of grades, and all pieces given grade F (overall minimum sample size of eight)? | | | |  |
| If any question is answered with ‘No’ above, please summarise the actions taken to agree the final marks for this item. Please note the actions and final marks on the table overleaf. For example, move marks for whole cohort by +10%, or adjust marks for specific marker by -5%. | | | | |
| We confirm that agreement on the assessment of this item has been reached:  *Marker’s signature(s):*  *Moderator’s signature(s):*  *Adjudicator’s signature (if required):*  *Date:* | | | | |

## Sample marking record: moderator’s comments on individual marks

Marker(s): please identify each piece of work with a relevant identifier on the Assessment Report Form or online rubric and enter your mark against the identifier on the list below. For example, this could be the Student Number, or the Turnitin paper ID or Student Name.

Where multiple markers and moderators are involved, please use the first two columns to record this. The table could also be duplicated to record each marker/moderator combination.

Moderator(s): please indicate any disagreement or inconsistency for discussion with marker before agreeing marks. Student identities should normally only be revealed when agreement has been reached and the form is signed.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Marker | Moderator | Paper Identifier or  Surname | Paper Identifier or  First name | Mark | Moderator’s remarks | Action taken (to reach agreement) | Final mark  (if action taken to reach agreement) |
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|  |  | **Late submission** |  |  |  |  |  |
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