AC-M2 MODERATION OF GRADES AND ASSESSMENT POLICY AND PROCEDURE

1   PURPOSE

This policy outlines the framework by which *BBI - The Australian Institute of Theological Education* (the Institute) moderates grades and assessment marking.

2   BACKGROUND

The Institute is committed to quality learning and teaching through consistent and appropriate assessment both within the Institute and between the Institute and other providers who confer similar awards.

3   SCOPE

This policy applies to all faculty and sessional academics of the Institute.

4   DEFINITIONS

N/A

5   POLICY

5.1   Internal Moderation of Grades

a.   To ensure consistency across the Institute's units of study the Assessment Review Committee (ARC) will undertake a moderation of grades process each trimester.

b.   All teaching staff will report their final grades to the ARC within three weeks of final assessments being due, along with their completed *Teaching Staff Review of Units Survey*.

c.   The ARC will determine if the spread of grades aligns with historical data for the current unit and other teaching staffs' grades for units offered within the same teaching period by the Institute. Once the ARC is satisfied with the grades for each unit of study taught in the relevant trimester they will confirm the grades and release them to students according to the established schedule for the trimester.

d.   If the spread of grades for a given unit are not in alignment (refer c. above) the ARC determines any adjustments to be made and will confirm the grades and release them to students according to the established schedule for the trimester.

e.   Reasons for variances in grade distribution may include:

   i.   a variance in student cohort, such as student numbers and the composition of the cohort from previous trimesters.
   ii.   approved variance in assessment requirements.
   iii.   approved variance in marking practice based on previous reviews.

f.   If alignment does not exist and no satisfactory reason is given for this in the *Teaching Staff Review of Units Survey*, the ARC will conduct an internal peer review of assessment for the Unit of study in accordance with the guidelines below. Once this review has taken place, the ASSC will determine whether:

i. the grades are to be confirmed and released as they stand;

ii. particular assessments should be remarked, and grades amended on this basis; or

iii. an extraordinary external moderation should take place as per the process outlined below.

5.2 External Moderation of Grades

a. In order to ensure consistency between BBI's grading and the grading of other institutions, the ASSC will coordinate external moderation of grades on a rotational basis. The first rotation is to take place when a given unit is first offered.Following rotations are to take place at least every third time the unit is offered again.

b. The ASSC will appoint an administrator to invite relevant and qualified academicsexternal to the college to act as External Moderators. An External Moderator will be selected for each unit to be moderated.

c. The administrator will provide for each unit being moderated:

i. a unit outline, which includes a copy of all assessment task instructions, as well as approved marking criteria and rubrics.

ii. a selection of assessments as agreed by the ARC, this selection is to include papers across each level of the marking range (e.g. HD, D, C, P) and all FF papers.

d. Moderators are asked to:

i. review the unit outline and evaluate the appropriateness of the assessment tasks to the unit learning outcomes.

ii. review and report on the graded assessments in terms of:
   • the standard, fairness and consistency of marking,
   • the overall grade awarded for the assessment task, and
   • the critical feedback and suggestions for improvement the lecturer has given to the student.

iii. send their report to the administrator within an agreed timeframe.

e. The administrator distributes the report to the ARC, which then decides on appropriate interventions (where relevant) to improve the unit and, if needed, its assessment. These are communicated to the relevant Unit Coordinator by the ARC, and an agreed action plan is developed.

5.3 Internal Moderation of Assessment Marking

a. Unit coordinators take responsibility for moderating individual assessment grades within their units. Where the Unit Coordinator is the sole assessor for an individual unit, they should refer to the internal moderation of grades procedure noted above for this process. Internal moderation of assessment is encouraged as best practice for assessment. Where unit coordinators are working with multiple markers within a single unit, internal peer review of assessment must take place according to 5.3.b below.

b. Internal moderation of assessment refers to the process by which academic staff working for the Institute undertake peer review of each other's assessment marking for the purposes of achieving consistent and appropriate assessment. When undertaken during a marking period, peer review of assessment should

happen concurrently with assessment marking for the whole cohort. Peer review of assessment follows this procedure:

i. a sample of students' assessment tasks for the unit of study are selected and marked independently by one or more markers. Where this occurs within the context of an individual unit with multiple markers, all markers should assess the same sample.
ii. the Unit Coordinator (or relevant member of the ARC) gathers together marks awarded to analyse for consistency in assessment and grading, as well as the quality of the feedback to students.
iii. the Unit Coordinator (or relevant member of the ARC) works with markers to establish an agreed measure for consistency, and marking proceeds on this basis.

5.4 Moderation of Grades and Assessment in Partnership with other Higher Education Providers

a. Where BBI works in partnership with other Higher Education Providers and acts as a third party in the delivery of their units or courses, the internal moderation structures of the relevant Higher Education Provider are to be used.
b. The ARC receives review results at the end of each trimester, including action plans, and determines whether further follow up is necessary. The Committee minutes its decisions and the action taken.

6   RELEVANT LEGISLATION

- *Higher Education Standards Framework (Threshold Standards) (2015)*

7   KEY RELATED DOCUMENTS

- *AC-C6 Courses Policy and Procedure*
- *AC-C8 Credit Policy and Procedure*
- *AC-E7 Enrolment Policy and Procedure*

8   NOTES

Contact Officer	Associate Dean (Academic)
Implementation Officer/s	Associate Dean (Academic)
Approval Authority / Authorities	Academic Standards Sub-Committee / Academic Board /Audit and Risk Committee / Board
Date Approved	16/10/15
Date of Commencement	1/1/17
Date for Review	24 months after commencement
Amendment History	July 2021 – Change the code of policy from M2 to AC-M2 to reflect that it is an Academic Policy; delete references to Academic Dean and replace with Associate Dean (Academic); a tidy up of text and adjustment to current processes and procedures of the Institute.
Key Stakeholders	Associate Dean (Academic) Assessment Review Committee Faculty & Sessional Academics Students Higher EducationPartners