

MODERATION POLICY

1 Purpose

This policy outlines requirements for the moderation of core subject assessments submitted by students in the Executive Master of Public Administration (EMPA) program to promote quality and ensure consistency.

2 Scope

This policy applies to the moderation of student assessments in each core subject of the EMPA program.

3 Guiding Principles

ANZSOG is committed to ensuring assessment moderation of EMPA core subjects is consistent and fair.

Moderation of assessments in all core subjects enables ANZSOG to monitor collective student performance against academic standards and informs the quality of assessments and their supporting strategies.

Key principles informing this policy include:

- subject materials provided to students contain clearly stated learning outcomes and current learning resources
- marks/grades are appropriate, in terms of the standards of performance achieved against the assessment criteria
- details of assessment tasks and procedures are clear and understood by the students, all assessments are graded against a marking scheme (rubric) that is consistent with the assessment criteria and relevant to the subject learning outcomes and content
- moderation of assessment items should occur promptly following completion of marking all assessment submissions and should not delay the provision of results or feedback to students.

4 Policy Statement

All core subject assessments in the EMPA program are moderated for grades and individual assessment items. EMPA assessment moderation is structured as follows:

4.1 Types of moderation

Moderation comprises three (3) forms:

- Moderation of individual assessment marks:* samples of marked assessments will be moderated by subject leaders internally to establish reliability of marking
- Moderation of subject marks (final grades):* the Subject Results Moderation meeting is conducted by the EMPA Academic Director with the subject leader/s, and if required the ANZSOG CEO/Dean at the end of each subject assessment period
- Periodic External Moderation of subject and marks:* This involves engaging external discipline peers to undertake marking based on a sample of assessments submitted.

4.2 Moderation Responsibilities

The Subject leader is responsible for:

- Leading and managing moderation activities
- Reviewing the marks of any contracted staff undertaking assessment marking for the subject to ensure consistency in the application of marking criteria for assessments

- iii. Resolving any disputed moderation and, where necessary, escalating issues to the EMPA Academic Director or the ANZSOG Dean & CEO if the dispute cannot be settled
- iv. Preparing a moderation report for review and approval by the EMPA Academic Director

The EMPA Academic Director is responsible for:

- v. Monitoring moderation activities, including final grades
- vi. Taking final responsibility for the adjustment, allocation and reporting of grades
- vii. Report evaluation of subject assessment and student overall performance to the Dean or appropriate ANZSOG committee as required

ANZSOG CEO/DEAN is responsible for:

- viii. Review of moderation if assessment mark is disputed, and making final decision

5 Definition of Terms

Terms	Definition
Assessment criteria	statements that describe how student performance will be recognised in relation to the stated learning outcomes.
Assessment for learning	the process of seeking and interpreting evidence of a student's performance for use by students and subject leaders to identify the student's progress towards their learning outcomes, where their next learning goals are, and what they need to do to achieve those learning goals.
Assessment tasks	all forms of tasks set for assessment purposes, including examinations, that provide a means for generating and collecting evidence of a student's attainment and comparing that evidence against the assessment criteria and standards of performance.
Moderation	an analysis of the performance of an individual assessment item or the collective assessment of all results in a subject. The process of establishing comparability of standards, reached through consensus, between subject leaders and the EMPA Academic Director to ensure the validity, reliability and practicality of assessment and consistency of grading.

6 Related Policies and Procedures

- Assessment
- Academic Integrity
- Student Grievance and Complaints

7 Version History

Version Number	Audience	Responsibility	Approved By	Date Approved	Last Reviewed
1	Current Students Subject Leaders	EMPA Academic Director	Associate Dean, UR and CEO	2020	July 2020