Internal Moderation Step by Step
Version 3 (December 2017)

1. This step by step guide covers all taught units at undergraduate level apart from PMP.

2. Students submit their assignments via Moodle.

3. The first marker and moderator receive an email notification that a student's work has been submitted.

4. The first marker marks the work and makes comments via the Turnitin interface, adding their initials and date. They also add each mark (but not comments) to the old database.

5. Having marked the batch, the first marker completes section 1 of the moderation form, emails it to the moderator/second marker and copies in the Registry Team.

6. The moderator moderates the batch as soon as possible and subsequently completes section 2 on each moderation form. This includes a list of the essays which were read in the moderation process. The moderator also checks that dyslexic students have been treated according to the agreed policy. The moderator does not enter any comment or initials on Turnitin or the database.

7. Moderators can only change marks on essays on which the marker has indicated uncertainty about the mark. (In that case, the moderator also updates the database as necessary.) Otherwise the work is moderated according to the second marking and moderation policy.

8. If the moderator questions a number of marks, all assignments need to be second marked, an agreed internal mark needs to be reached between moderator and second marker, and the rationale for the settlement of any difference recorded in Turnitin. The marks of both first marker and moderator as well as the agreed internal mark (but not comments) need to be entered in the database.

9. The moderator e-mails the moderation form back to the marker, copying in the Registry Team. Discussion may take place if so desired.

10. The marker completes section 3 of the moderation form and adds any comments for the external examiner in section 4.

11. The marker sends the form to the Registry Team who forward it to the Academic Director, who signs it off. The form is then available for the external examiners.

12. The process needs to be complete by the mark release date, normally three working weeks from the assignment deadline.

13. Moderators will sometimes be assigned moderation of work from equivalent online units as part of a batch.