



## Moderation – Step by Step

This step by step guide covers internal modules at undergraduate level 5 and 6 which need to be moderated. In the moderation process work for the same unit marked by different markers is moderated separately.

1. The student submits two hard copies and an electronic copy of their assignment. One copy is given to the Tutor for marking; the second copy is kept in the file pocket in the Academic Admin Office for moderation.  
(Online students submit an electronic copy; this is sent to both the Online Marker for marking and the Online Learning Administrator for moderation).
2. The unit Marker marks the assignments and returns them to the Registry Team who prints out the Student Coursework Report Sheet and returns them to the students.  
(Online Markers mark the work and return an electronic copy of the assignments and an electronic copy of their feedback to both the student and the Online Learning Administrator.)
3. When the Marker has marked all the assignments he/she completes Section 1 of the moderation form and emails it to the Moderator and copies in the Registry Team.  
(NB Online Markers do not complete Section 1. At the end of the Semester the Online Learning Administrator fills in the information boxes [above Section 1] and emails a copy to the Moderator, copying in the Academic Admin Team.)  
**Please note there are two moderation forms, one for the University of Wales and another for University of Manchester. Separate forms must be completed for each University.**
4. On Moderation Day, (or before if requested and able to) the Registry Team (or Online Learning Administrator for online units) pass all the assignments to the Moderator, who completes Section 2 on the moderation form(s).
5. The Moderator can only comment or change marks on those scripts that the Marker specifically identifies for such consideration to by the marker. Otherwise the work is moderated according to the policy.
6. If the Moderator questions a number of marks then all assignments need to be second marked.
7. The Moderator enters their name and moderation date onto the database for each piece of work sampled.

8. The Moderator completes section 2 of the Form; if there are any comments for the External Examiner's attention these should be entered in Section 4.
9. The Moderator emails the form back to the Marker, copying in the Academic Admin Team. Further discussions may take place if required.  
(For online units the Moderator emails the form to the Director of Online Learning copying in the Academic Admin Team. Further discussions may take place if required.)
10. The Marker completes Section 3 of the form and adds any comments for the External Examiner in Section 4.
11. The completed Moderation Form is then e-mailed to the Registry Team who forward it to the Director of Studies who signs off the Moderation Process.
12. In case of work which is submitted late and after the Moderation process is completed, such work will be second marked.

## SAMPLE SIZES

### University of Wales

Number of students taking the assessment	Percentage of assessment to be moderated
Up to 5	100%
Up to 20	minimum of 40%
21-50	minimum of 30%
51-100	minimum 20%

### University of Manchester

- **Level 5**  
20% of all work, with a representative sample from each ten per cent band, which should include:
  1. the highest scoring candidate, and the lowest if there are no fails
  2. problem cases for which further advice is required
- **Level 6**  
20% of all work, with a representative sample from each ten per cent band, which should include:
  - the highest scoring candidate, and the lowest if there are no fails
  - problem cases for which further advice is required
  - all borderlines (aggregate marks ending in 9) – these are moderated not second marked

Moderators may recommend changes to individual marks for problem cases (as provided under 5 above), as well as global changes to the marks of a particular teaching assistant or inexperienced marker. Where there are fewer than five candidates at level 5 and 6, all work will be moderated.

**Please refer to the Second Marking and Moderation Policy for further details.  
This can be found at P:/Policies**

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