

## DAU 3-1 Moderation of Assessment Policy

Policy Code	Policy Name		
DAU 3-1	Moderation of Assessment Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
All teaching Staff and Departments Heads	10/2023	10/2027	

### 1. Policy Purpose

The policy outlines DAU's approach to moderation of assessment to ensure consistency in the evaluation of student grades.

### 2. Policy Scope

The policy applies to all assessments that contribute to a course's final grade.

### 3. Policy Statement

This policy establishes guidelines and procedures for DAU's assessment moderation. By maintaining consistent standards across assessors, courses, and programs, moderation ensures fairness, reliability, and validity of assessment results.

- **Pre-Assessment Moderation (Moderating Assessment Tasks):** The process of validating assessment tasks before they are used as assessment tools.
- **Post-Assessment Moderation:** refers to the process of examining marked student work to ensure that markers are making accurate assessments in accordance with published assessment criteria. The required sample size for post-assessment moderation is as follows:
  - Up to 5 students taking the assessment; 100% of assessments should be second-marked.
  - From 6 to 20 students taking the assessment; minimum 40% of assessments should be second-marked.
  - From 21 to 50 students taking the assessment; minimum 30% of assessments should be second-marked.
  - More than 50 students taking the assessment; minimum 20% of assessments should be second-marked.

### 4. Policy Procedures

#### Pre-Assessment Moderation Procedures:

- The head of the department must ensure that all assessment tasks for all courses are to be moderated prior to the administration of each assessment task.
- The head of the department assigns moderators to all courses. The moderator is usually an experienced faculty member who is not the current course coordinator for the semester.
- The moderator must ensure that the assessment tasks are:
  - Aligned with the subject's learning outcomes and assessment requirements.
  - Valid, fair, feasible, and without factual errors or ambiguities.
  - Expressed and presented clearly and accurately.
  - Pitched at a level consistent with the course's intended level.
  - Based on enough questions in the Test Bank, where questions were randomly selected.
- The moderator report to course's coordinator and the head of the department of tasks performed and remarks using [Pre-assessment Moderation Form](#).
- The Course Coordinator reports to the Academic Program Development Committee on pre-assessment moderation outcomes and implements any changes and recommendations as required.

### Post-assessment moderation Procedures:

- Post-assessment moderation will be performed for all courses every time they are offered.
- A representative sample of the assessment tasks and exams submitted by students will be moderated (Second Marking). A range of grades should be included in the samples.
- The moderator will be provided with the assessment task, unit outline, marking guide or scheme, and suggested or model answers.
- The moderator shall provide feedback to the course coordinator and head of the department on the standards being achieved by students using the [Post- Assessment Moderation Form](#). The intent of post-assessment moderation is not to override a student's original mark/grade, except in cases of obvious errors or assessments which unduly disadvantage the student.
- Moderation documentation shall be used by the Departments to provide evidence of effective implementation of the moderation procedure. [Moderation Report Template](#).
- The Course Coordinator reports to the Academic Program Development Committee on post-assessment moderation outcomes and implements any changes and recommendations as required.
- Before confirming end of semester results, the department head should ensure any necessary actions are taken (such as re-marking or grade amendment).

### 5.Related Policies/ Documents/ Forms

DAU 3-18 Examination Control policy  
DAU 3-24 Examination Technical requirements policy  
[Pre-assessment Moderation Form](#).  
[Post- Assessment Moderation Form](#).  
[Moderation Report Template](#).

### 6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1 <sup>st</sup> issue of the policy