

Purpose	The purpose of this policy is to ensure that BPP Institute's assessment procedures and practices are valid, reliable, continuously monitored and improved.
Scope	This policy applies to all formal assessment activities conducted at BPP Institute. It is applicable to staff involved in the assessment moderation processes.
Policy Principles	<p>1. General</p> <p>1.1. BPP Institute undertakes regular internal moderation activities as a quality assurance mechanism.</p> <p>1.2. These activities ensure that the assessment design and marking processes are consistent, accurate and in line with the criteria defined for an assessment task, assuring the validity of assessment instruments and reliability of assessment decisions.</p> <p>2. Pre-assessment moderation</p> <p>2.1. The process of moderating examination papers is a critical component of a sound quality assurance system. As such, it is a requirement that all examination papers undergo internal moderation to ensure students have the best opportunity to demonstrate their achieved learning. Internal moderation of examination papers is described in the Examination Procedure.</p> <p>2.2. As part of the internal validation of all assessments, each Head of School ensures that solution guides, marking criteria and/or marking rubrics are developed for all non-automated marking of assessment. These allow markers to clarify assessment requirements and ensure consistency of assessments.</p> <p>3. Post-assessment moderation</p> <p>3.1. Moderation of assessment tasks and marking criteria will be as follows:</p> <p>a. Where more than one assessor is involved in assessing student work in a unit, the assessors will be required to cross-check the marking with each other before commencing marking to be confident that the marking is equitable between assessors. This is done by; (1) the Unit Coordinator (UC) of that unit (or delegate) selects three samples of students submissions and sends these samples to all assessors involved; (2) All assessors independently assess the samples and send the result back to the UC or delegate; and (3) a review of marks awarded to each submission is</p>

	<p>performed by the UC (or delegate) and any discrepancy between two assessors of the same submission that is above 10% of the total marks must be resolved by a meeting between the UC (or delegate) with all assessors.</p> <p>b. It is a requirement that a representative sample of all submitted work will be marked by more than one assessor for all major assessment tasks. A representative sample should be a number equal to the square root of the total number of students, or six items, whichever is larger, covering at least two examples from the high, middle and low sections of the marking spread. The second assessor should be a lecturer with expertise or experience in teaching the unit, and must mark blindly, i.e. without knowledge of the marks granted by the original assessor;</p> <p>3.2. This moderation will occur prior to the publishing of results. This process allows for scrutiny of all marks generated by the marking team in order to verify the appropriateness of their decisions and also to bring a second judgment, particularly in relation to very good or poor performances.</p> <p>3.3. Internal validation tools must include:</p> <p>a. Detailed and agreed upon marking criteria and/or marking rubrics;</p> <p>b. Detailed and agreed upon exam solutions.</p> <p>3.4. Heads of School are responsible for examining the distribution of marks awarded by each of the markers. This process identifies where lecturers are awarding marks outside of the average or general trend within the unit. Where a Head of School identifies a problem with a particular marker, they will report the situation to the Dean.</p> <p>3.5. The Dean in consultation with the Head of School will decide on a course of action that may include remarking of assessments and additional supervision of the marker in subsequent assessments.</p> <p>3.6. Records of moderation must be maintained in a secure, internal site which is accessible by Heads of School and the Dean.</p>
<p>Related Documents</p>	<p>Course Review Cycle Policy Moderation Forms & Templates Unit Review Cycle Policy</p>
<p><i>For Administrative Use Only</i></p>	

MODERATION OF ASSESSMENT POLICY

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Responsible Officer	Dean
Contact Officer/s	Dean
Approved by	Academic Board
Definitions	See BPP Institute`s Glossary of Terms and Acronyms

Version History		
Version No.	Approval Date	Amendment/s
1.	May 2025	First iteration <ul style="list-style-type: none">• For BPP Institute