

Internal Moderation of Assessments

SECTION A (to be completed by the assessor)

Unit Number:

Module title:

Name of Assessor:

Type of Assessment (e.g Research Report):

Date of Issue:

Hand in date:

Credit Value of Module:

The Assignment Brief

The brief for this assessment indicates to students:

1. how this assessment relates to the learning objectives/outcomes of the module

Yes/No

2. the criteria against which marking/grading will be carried out

Yes/No

3. the marking/grading scheme

Yes/No

4. the expected student effort hours

Yes/No

SECTION B (to be completed by internal moderator **before** the assessment task is issued to students)

Name of moderator:

I confirm that this assessment task:

1. is effective for measuring attainment of the relevant module learning objectives/outcomes and the CLSB programme Outcomes;

Yes/No

2. of an appropriate standard

Yes/No

3. is sufficiently discriminatory

Yes/No

4. requires student effort hours appropriate to its weighting in the module mark

Yes/No

5. has assessment criteria which give students a clear indication of what is required

Yes/No

6. indicates clearly how marks/grades will be allocated

Yes/No

Moderator's comments (if any):

Moderator's Signature:

Date:

SECTION C (to be completed by the internal moderator **before** the work is returned to students)

Total number of attempts:

Number moderated:

I confirm that on, the basis of the sample considered, the marking of this work:

1. is fair and consistent

Yes/No

2. accords with the assessment criteria and marking/grading scheme issued

Yes/No

3. is at an appropriate standard and complies with the requirements of the CLSB

Yes/No

4. includes helpful written feedback to individual students

Yes/No

If "No" box ticked, please set out suggested mark changes **to be applied across all scripts** (either for all questions, or for specified questions).

Moderator's comments, if any (eg quality of analysis, reflection, integration of theory and practice, referencing, presentation, discussion and conclusions):

Moderators Signature:

Date:

SECTION D (to be completed by the assessor)

Marked work was returned to students on (date):

Feedback was provided to students by (please select all that are applicable):

written comments on scripts and/or cover sheet

model solution in paper/electronic form

discussion

Other (please specify)

Assessor's Signature:

Date:

This form, together with a copy of the assessment task and cover sheet, must be sent to the Education Manager and placed in the module review file.