

2020/21 Interim Approach to Verification and Moderation of Marking (in response to Covid-19 restrictions)

The following statements apply to student assessment that will receive a percentage mark, pass/fail mark or grade band.

1 All assessment tasks should be verified internally before being published to students. This should be on a 'by exception' basis. If the assessment task remains substantially the same the verification is not required.

2 Whilst the norm for substantially changed assessment tasks that contribute to the classification of an award is that they would be verified by an external examiner before release to students, however following continued CV19 disruption this can be done retrospectively as a high-level overview of assessment changes.

3 All student work should be marked by an appropriately experienced member of staff.

4 Where there are multiple markers on a module the norm is that a standardisation exercise should be undertaken to ensure consistency between markers. During the continued CV19 disruption this should be done by a small random sample to determine if further standardisation is required.

5a University policy is that all first-sit assessed student work should be internally moderated. During the continued CV19 disruption this should be done by sample. Based on the sample the marks either go the DAB or through a fully moderation exercise. As a guide it is recommended that the sample size is 25% for cohorts up to 20, though discretion can be exercised to ensure the sample is large enough to give the module leader confidence; 10% for cohorts 21 to 50 and 5% for cohorts above 50. The sample should reflect the range of marks awarded

5b Where there is significant disruption to **student submission** meaning that a large proportion of marks are missing then marks should be moderated and taken to the DAB as described in 5a provided they represent 50% of the total module cohort or where they represent a significant minority for modules with large populations; the threshold for this is 100. In summation marks should be moderated and considered by the DAB where they represent at least 100 students or 50% of the cohort for modules with populations of less than 200. In doubt, please contact your Departmental Manager, ADTL or AQS. Remaining marks should ideally go to a later DAB rather than be feed through as multiple 'chair's action'.

6 An appropriate representative sample of first-sit assessed student work that contributes to the classification of an award should be externally moderated. This needs to be proportionate and should not exceed more than 5 pieces of work per assessment task. If an External Examiner is not available to undertake an audit of work for a module which leads to classification, the Departmental Quality lead along with AQS will review External Examiner reports and if no substantive issues have been raised will recommend to the Head of Department and AD T&L that the mark is accepted by the DAB. A full record of this will need

to be kept and the External Examiner invited to review and sample retrospectively (though the initial mark awarded will stand in all cases).

7 Assessed work, feedback and provisional marks may be returned to students prior to external moderation being completed. All marks are subject to confirmation by the relevant Assessment Board. The 'subject to confirmation by the Assessment Board' status of marks should be made clear to students.

8 Wherever possible if an External Examiner is not able to engage in moderation then other Externals associated with the Department should be asked to engage. It is recognised that they may not have the same detailed subject perspective, but they will have familiarity with the subject itself and will understand subject conventions (e.g. marking ranges in science or mathematically based subjects vs. qualitative disciplines).

9 Referral and deferral work submitted by students does not need to be externally moderated unless there is a PSRB requirement to do so.

10 There is no university requirement that all Dissertations or major projects need to be doubled marked, a proportionate sample should be applied.

11 The requirements set out in the 'Collaborative Partners' annex to this policy should be met for modules delivered by collaborative partners (see Annex 1 of [Verification of Assessment and Standardisation and Moderation of Marking Policy \(shu.ac.uk\)](#)).