

Convenor Report

UNIT CODE: FoHS101	UNIT TITLE: Contemporary Topics in the Human Sciences
UNIT CONVENER: Prof. Black	
OTHER STAFF: T. Red, U. Blue and V. Green	

This is an example of **best practice** in moderation written from the perspective of an undergraduate unit with 70 enrolled students.

1. What moderation took place in the Assessment Tasks (including Exams)?

a) Both questions and answers to the online quiz were checked for accuracy by a colleague of Prof. Black before being piloted by the tutors. Marking was automatic, although Prof. Black verified the results of 10 random students and the 7 students who failed this task.

b) Marking rubrics were used for both written tasks and provided to students and tutors. Three annotated model answers were supplied to tutors for the final essay (a fail, a pass and a high distinction). Assignments were randomly assigned to tutors. Any fail or high distinction on either written task was marked by two tutors and, in cases of disagreement about the grade, marked by Prof. Black. Prior to the release of grades to students, Prof. Black reviewed the grade distributions of tutors and double-marked a small random sample of 15 of the short-answer assignments and 8 of the final essays to ensure individual reliability and consistency across tutors.

2. What moderation took place when consolidating the final grades?

All teaching staff were required to check the iLearn Gradebook for accuracy prior to submission of the final grades to Student Admin. Tutors were required to verify all fails in their tutorial groups.

Before the final SNGs were assigned, the pattern of each student's results across the tasks was considered and the cutoff for the grades determined. Rank order was not affected but there were minor modifications made (eg. a student who had a pattern of results of D, HD-, HD- with a raw mark of 83 was raised to an SNG of 85 and an HD as this more accurately reflected overall performance. The top SNG was raised from a raw mark of 87 to a reported SNG of 90 and any F's with raw marks in the range 45-49 were given an SNG of 45. Below 45, the raw mark was used as the SNG.

Prior to final sign-off, Prof. Black checked the supplied Student Study Packages Results Report against the Gradebook for each student and had a colleague check the results of 5 randomly chosen students.