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Description automatically generated

**RECORD OF MODERATION FORM**

|  |  |
| --- | --- |
| Course title |  |
| Module title |  |
| Examinable component of assessment |  |
| First Marker name(s) |  |
| Moderator name |  |
| Date |  |

Moderation is the process by which the mark or grade of the first marker(s) of any summative assessed work is reviewed by a moderator, who must assure themselves, through sampling the first marking, that the assessment criteria have been applied accurately, fairly and equitably.

**As the Moderator:**

|  |  |  |
| --- | --- | --- |
| 1. I confirm that I am a full member of the relevant Board of Examiners | | **Y / N** |
| 1. I have received a copy of the approved criteria for this component of assessment | | **Y / N** |
| 1. I confirm that there is no specific requirement for double marking | | **Y / N** |
| 1. I confirm that I have sampled at least 10 pieces of work or at least 20% of the submitted pieces of work, up to a maximum of 30 pieces of work | | **Y / N** |
| 1. I confirm that the sample that I have moderated has included the work of all the first markers for the relevant components of assessment (see table below for details) | | **Y / N** |
| 1. I confirm that, within the marking of this component of assessment, the first marker has clearly applied the approved criteria for assessment in a fair and consistent way | | **Y / N** |
| 1. The feedback to the student is appropriate | | **Y / N** |
| **If you have answered ‘no’ to any of the above, please record your reason.** | | |
|  | | |
| **Outcome of the moderator’s decision** | | |
| Marks confirmed **OR** | **Y / N** | |
| Marks referred to the Head of School, to appoint a second moderator | **Y / N** | |
| Comments/action taken | | |
|  | | |
| **Outcome of second moderation (only complete section where second moderation was required)** | | |
| Second moderator name: | | |
| The first marker’s marks were confirmed **OR** | **Y / N** | |
| The moderator’s judgement was confirmed | **Y / N** | |
| Comments/action taken | | |
|  | | |

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| **List of scripts that have been moderated as required for this size module as per the University’s marking procedures.**   * *Please list by grade banding wherever possible (70+; 60-69; 50-59; 40-49; 30-39; 0-29)* * *The purpose of the unique identifier is to enable staff & external examiners to track moderated work.* * *For non-anonymised work, the identifier is the student name* * *For anonymised work submitted via Turnitin, the identifier is the Paper ID number (contact your Digital Academic Developer for advice if needed)* * *For physical anonymised work e.g. exams, the identifier is the Student ID (candidate number)* |
| **Unique identifier and Mark** e.g. 215604037 (48) |

Return this form to your Course Director. If there are outstanding issues from above, please discuss with your Course Director.

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| --- | --- |
| Moderator Signature |  |