



## ELICOS Assessment Moderation Policy and Procedure

<b>Institution</b>	Kingsway Institute
<b>Policy Name</b>	ELICOS Assessment Moderation Policy and Procedure
<b>Policy Governance</b>	Academic Manager
<b>Date of Approval</b>	June 2019
<b>Review Date</b>	June 2020
<b>Version No.</b>	2.0

### 1 PURPOSE

Kingsway Institute establishes this policy and procedure to:

- 1.1 Comply with the requirements of the ELICOS Standards 2018, in particular Standard P4.1C, relating to appropriate oversight and moderation of assessments
- 1.2 Systematically moderate the assessment marking in ELICOS courses to ensure teachers are marking as uniformly as possible

### 2 DEFINITIONS

**The Institute** Kingsway Institute

### 3 POLICY

- 3.1 The Institute will hold an “Assessment Moderation Meeting” at least once a year per English course.
- 3.2 Teachers will be asked to follow the “Assessment Moderation Procedure” form below by reviewing the assessment results received by students.
- 3.3 At the “Assessment Moderation Meeting”, the Academic Manager will be present and will be able to give guidance on marking assessments.
- 3.4 At the end of the “Assessment Moderation Meeting”, all teachers should be able to mark assessments more fairly and consistently.

### 4 RESPONSIBILITY

- 4.1 The Academic Manager is responsible for the implementation of this policy, and also ensuring that teachers are aware of and following this policy.

### 5 PROCEDURE

- 5.1 The following procedure outlines the steps undertaken to moderate the assessments results:



<b>Teacher Assessment Moderation Process</b>									
<b>Task:</b>	<p>An assessment moderation meeting is hold in the middle of the term to ensure all teachers are marking as uniformly as possible.</p> <p>All teachers take copies of some samples of student work for Assessment Moderation.</p>								
<b>Sample work for Teacher Moderation:</b>	<p>The Academic Manager randomly picks 20% of work marked in the previous 1 year in the following ranges:</p> <table style="margin-left: 40px;"> <tr> <td style="padding-right: 20px;"><b>A</b></td> <td><b>Achieved 86% – 100% in assessment</b></td> </tr> <tr> <td><b>B</b></td> <td><b>Achieved 70% – 85% in assessment</b></td> </tr> <tr> <td><b>C</b></td> <td><b>Achieved 50% – 69% in assessment</b></td> </tr> <tr> <td><b>D</b></td> <td><b>Below 50% in assessment</b></td> </tr> </table>	<b>A</b>	<b>Achieved 86% – 100% in assessment</b>	<b>B</b>	<b>Achieved 70% – 85% in assessment</b>	<b>C</b>	<b>Achieved 50% – 69% in assessment</b>	<b>D</b>	<b>Below 50% in assessment</b>
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<b>Process:</b>	<ul style="list-style-type: none"> <li>• Teachers should make copies of student’s work before they mark it</li> <li>• Before the meeting, teaching should complete the “Moderation Activity Table” below with the student’s original assessments results</li> <li>• Teachers should be using the rubrics for speaking and writing to grade assessments.</li> <li>• At the Moderation Meeting, all teachers should add to the table below with other teachers’ assessment results.</li> <li>• Once all teachers have marked all assessments, teachers share their answers and discuss the reasons for discrepancy (if any).</li> <li>• The Academic Manager will confirm what the final mark should be.</li> </ul>								



<b>Moderation Activity Table</b>			
<b>Student ID</b>	<b>Original Result</b>	<b>Result given by moderation teachers</b>	<b>Reason for discrepancy (if any)</b>