

LINCOLN COLLEGE SECOND / DOUBLE MARKING AND MODERATION POLICY

AIMS

This policy is applicable to all Higher Education programmes that **are not** subject to a moderation policy set by a validating or awarding institution.

These processes are designed to ensure that standards are achieved and recognised through the award of appropriate marks and to assure students that their work is assessed objectively and against clearly defined, published, assessment criteria.

This applies to:

- All undergraduate honours degree and ordinary degree programmes
- Graduate diplomas
- Foundation degrees
- HND/HNC programmes
- Short courses at HE level

SCOPE

Live assessments

This policy does not describe in detail how these procedures should operate for all cases of sampling live assessments as it is recognised that there may be situations where the procedures outlined below are not practicable. In these cases, departments and tutors are encouraged to consider a range of possible approaches and where samples of live assessments cannot be recorded or marked simultaneously, other means e.g. the provision of suitable artefacts, should be used to facilitate the process.

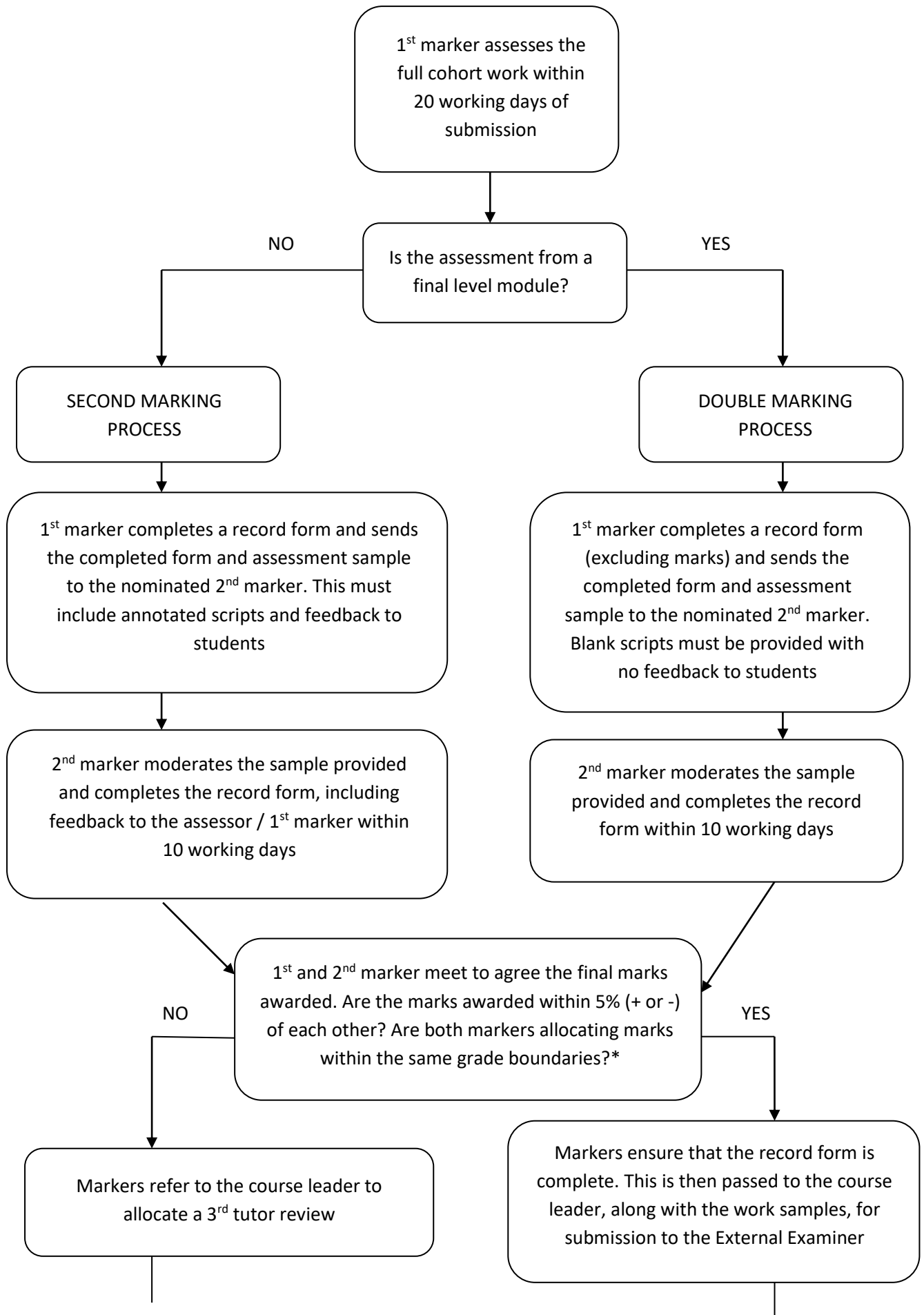
Work based and placement learning

Where work based or placement learning is formally included in a programme these elements should be second marked and externally examined as for all other modules of the same or equivalent level.

PROCEDURES

INTERNAL ASSESSMENT

INTERNAL MODERATION



INTERNAL MODERATION

3rd tutor reviews the sample and moderator comments (if applicable) and makes a recommendation to the course leader within 5 working days. These comments are recorded on the record form

Has the course leader acted as the 1st or 2nd marker?

NO

YES

3rd tutor reviewer must make a final decision regarding the sample and cohort marks. The completed record form must be passed to the course leader for submission to the External Examiner

Course leader makes a final decision regarding the sample and cohort marks. The record form is completed by the course leader and the sample is prepared for submission to the External Examiner

EXTERNAL MODERATION

Course leader collates all moderation documents. Cohort mark sheets, student feedback and moderation documents are submitted to the External Examiner for them to select the student sample required no less than 20 working days prior to the scheduled exam board meeting. Semester 1 samples should be sent to the External Examiner following completion of the internal moderation process.

*If 1st and 2nd markers are within 5% (+ or -) and fall inside the same grade boundaries, the 1st markers grades are to be accepted as the final student marks

a) Double Marking

i) To ensure quality and consistency, random samples of all **final Level** module assessments must be double marked.

Exceptionally, a Subject Board of Examiners may agree, for a specified module, to permit second marking to replace double marking. Such exceptions may include where specialist knowledge required for marking an assessment or assessments is limited to one member of staff, or where unexpected staff illness means that double marking is no longer possible. A clear rationale must be provided in each case together with evidence of the second marking process for scrutiny by the relevant external examiner.

ii) All dissertations, research projects (irrespective of the level) and equivalent independently supervised work and representing 80% or more of the unit assessment must be double marked.

Double marking of dissertations or major projects is consistent with practice generally across the sector and this is the expected practice. Exceptionally however a Board of Examiners may agree, for individual students, to permit second marking to replace double marking. Such exceptions may include where a piece of work is very specialised and there is only one member of staff with sufficient knowledge of the relevant topic or where unexpected staff illness means that double marking is no longer possible. A clear rationale should be provided in each instance together with evidence of the second marking process. All such cases will be included in the sample provided to the relevant external examiner for scrutiny.

iii) Level 4 module assessments must only be double marked when it is a requirement of professional qualifications or in other extraordinary circumstances.

iv) Where double marking for final Level or Level 6 module assessments does not capture marks on the borderline of a grade, classification, pass or fail, then the borderline work must be second marked.

v) All double marking must be recorded on a HE Record of Double / Second Marking Form and feedback should be provided to the assessor along with any actions or recommendations.

b) Second Marking

i) A sample of all Level 4 and 5 module assessments must be second marked.

ii) All second marking must be recorded on a HE Record of Double / Second Marking Form and feedback should be provided to the assessor along with any actions or recommendations.

c) Moderation

- i) The marking of all modules, regardless of the Level of assessment, should be moderated (second or double marked). Unless stipulated by a professional body, moderation is done via sampling only.
- ii) All moderation activity must be recorded on a HE Record of Double / Second Marking Form and actions for consideration by the wider course team should be noted, along with a rationale for the adjustment of cohort marks.

d) Student Results

It is the agreed mark, following second or double marking and moderation that is released to students. Students should be reminded that this mark remains provisional until ratified by the relevant Board of Examiners.

e) Sample size and selection

The minimum sample size should be work produced by 10 students for cohorts of 50 students or fewer; or, work produced by 20% of students for cohorts greater than 50 students. The sample must include **all fails** and borderline cases; as well as marks across high, medium and low passes if possible. Where cohorts comprise 10 students or fewer, all pieces of work must be second or double marked. The 1st marker must select a sample based on the requirements stated above, but all cohort scripts should be made available to the 2nd marker, 3rd tutor reviewer, course leader and External Examiner should they wish to sample further or alternative student work.

f) External Examiners

The sample of student work sent to External Examiners shall be sufficient to show the full range of marks awarded and must include work that evidences double and second marking as appropriate. All dissertations, projects or equivalent independently supervised work at postgraduate level must be externally examined.

g) Resolution of Differences in Internal Moderation and Independent Double Marking

In cases where universal independent double-marking has taken place, irresolvable differences can occur on individual marks and/or the overall level of marks. In such cases the relevant Course leader shall nominate a third tutor to review the individual pieces of work and/or a purposive sample of all work, respectively. This may be a more senior member of staff (such as an Assistant Principal or Curriculum Lead) or a fellow academic tutor with sufficient subject specialism. The third tutor makes recommendations to the Course leader, who then takes a decision based on all three tutors' marks and comments. The Course leader's decision is final in that it is their decision which is forwarded to

External Examiners as the set of internal marks. In the event that a Course leader has acted as a 1st or 2nd marker, the 3rd tutor must make the final decision regarding the marks awarded.

All moderation activity must be recorded on a HE Record of Double / Second Marking Form and actions for consideration by the wider course team should be noted, along with a rationale for the adjustment of cohort marks.

THE ROLE OF THE EXTERNAL EXAMINER

Once assessment tasks have been developed by the course team these must be sent to the External Examiner for moderation and formal approval. Once approved by the external examiner, these assessment tasks can be released for use.

External Examiners must be sent adequate samples of students' work by the Course Coordinator and/or Module Leaders. The samples sent will cover all modules under the external examiner's remit and must reflect:

- A representative range of work, sufficient to make a judgement. The sample sent should include scripts that have been assessed and second marked / double marked and should cover all fails and borderline passes plus marks across high, medium and low passes
- All assessments within each module
- All centres or campuses where students have taken the particular module

External Examiners must be sent samples that have been through the second / double marking process with a minimum sample size of work produced by 10 students for cohorts of 50 students or fewer; or, work produced by 20% of students for cohorts greater than 50 students. Where cohorts comprise 10 students or fewer, all pieces of work must be passed on.

External Examiners can request additional or complete cohort samples of student work to assist their deliberations. They are encouraged to have a dialogue with internal assessors in order to understand assessment strategy and marks/grades awarded. To assist with this process, complete marks lists and copies of the assessments involved should accompany the samples of work together with any evidence associated with the double or second marking process.

External Examiners are not typically empowered to change an individual student's mark unless they have reviewed the entire cohort's work. They can advise module leaders and programme teams on the marks awarded, and, based on the samples of work and in agreement with the module co-ordinator, raise or lower all marks on an assessment or a module by a constant factor (arithmetic). External Examiners may present any comments they have on the work and marking they have sampled to the Board of Examiners, and in their annual report. Refer back to the validating partner guidelines for External Examiners for confirmation of the HEI processes and procedures.

DEFINITIONS

Double Marking

The marking of work independently by two tutors where both are unaware of each other's mark or comments.

Second Marking

The marking of work by two tutors where the second tutor is aware of the mark given by the first tutor and the feedback provided to the student.

Live assessments:

The checking of marked work against assessment criteria by an independent tutor either present during the live assessment or who reviews a recording.

Moderation

The process of review and potential adjustment of a set of marks for a particular module.

LINCOLN COLLEGE

RECORD OF SECOND / DOUBLE-MARKING

| | | | |
|--------------------|--|--------------|--|
| Course: | | Unit: | |
| Assessment: | | Date: | |

| Student Number | 1 st Markers Grade | 2 nd Markers Grade | 3 RD Tutor review | Agreed Grade |
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| Feedback to the 1st marker: |
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| Action points for the 1st marker: |
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|------------------------------|-------|--|------|--|------|--|
| 1st Marker | Print | | Sign | | Date | |
| 2nd Marker | Print | | Sign | | Date | |

| Completed Actions (if required): | |
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|------------------------------|-------|--|------|--|------|--|
| 1st Marker | Print | | Sign | | Date | |
| 2nd Marker | Print | | Sign | | Date | |

If 1st and 2nd marker grades differ by 5% (+ or -) or more and/or if their marks fall within different grade boundaries a 3rd tutor reviewer will be appointed to conduct further moderation by the course leader (see Lincoln College HE Moderation Policy).

| 3 rd tutor reviewer recommendations: | |
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| Course leader decision: | |
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| 3rd tutor reviewer | Print | | Sign | | Date | |
| Course leader | Print | | Sign | | Date | |