BUSINESS SCHOOL INTERNAL MODERATION OF MARKING FORM

All course organisers are responsible for ensuring that the marking of all continuous assessed work and end-of-course work is moderated by an internal examiner.

The purpose of moderation is twofold: (1) to ensure that marks awarded are fair and consistent; (2) to resolve, as far as possible, any borderline/problematic scripts prior to sending to external examiners.

It is expected that the moderation process will cover 10% of the total number of scripts.

Who can moderate? Anyone who has not been involved in marking the scripts. If two or more people teach the same course but mark different scripts, they can moderate one another's marking.

Course Code/Title:
Course Organiser:
Internal Examiner(s):
Internal Moderator:
Assessment type (e.g. essay, exam):

Mark Distribution (enter details below or attach printout from spreadsheet)

	Number	%
1 st Class (70% and over)		
Upper 2 nd (60-69%)		
Lower 2 nd (50-59%)		
3 rd Class (40-49%)		
Fail (39 and under)		
Non submission		
Total		
Mean:		

Sample of scripts for moderation	Student name or number	Initial Mark	Moderated Mark
Borderline scripts (e.g. pass/fail, 59 and			
69)			

Problematic		_	
scripts			
(e.g. incomplete answers, where student has			
misinterpreted the question set or			
handwriting is difficult to decipher)			
Range of marks (Highest, lowest and			
samples from each category in between)			
Moderator's comm	ents on feedback to students:		
Any other commen	ts:		
Signature:		Date:	
Response from inte	rnal examiner(s):		
Signature:		Date:	