



BUV Quality Checklist for ASO

Assignment Moderation

Content

- ✓ Is there a **minimum** of at least one comment or QM per page of content in the assignment? Content includes diagrams and tables but not appendices, cover pages or content pages.
- ✓ Is there a written overall comment in the correct location? This should not just be a copy of the comments made on the assessment.

Formatting

- ✓ Has the correct Turnitin marking rubric been clearly used to mark the assignment?
- ✓ Are the correct Quick marks being used to identify Academic Misconduct (AM01, AM02, AM03), and are they located on the top left corner of the front page with no mention of plagiarism?
- ✓ Is the second marker Quick Mark in the correct format (SECOND MARKER AGREED: [First name of second marker])?
- ✓ If there are disagreements between the first and second marker, is this shown by the appropriate QM (Moderation in Progress/Moderation Complete: final mark shown in grade box')?

Exam specific comments

- ✓ Are individual and total marks for all questions shown on the front cover?
- ✓ Is the second marker column filled out as well as the 'total marks' box? If there are no changes, it is acceptable to strike through this column rather than filling out every box.
- ✓ If there are no differences in the mark awarded by the first and second marker, is the 'agreed marks' box filled in, and signed by the second marker?
- ✓ If there are differences in the marks awarded by the first and second marker, is the 'agreed marks' box filled in and signed by the first marker as well as the second marker?
- ✓ Has the second marker signed every page of the exam sheet which contains content?

For any clarification of the above, please contact the Quality Leader for additional advice.