

Valid from: September 2020
Prepared by: Head of Quality and Academic
Development
Approved by: Deputy Dean

Internal Moderation Checklist

Introduction

The below points are the elements of assessments which BUV internal moderators must review when carrying out internal moderation of assessments during the initial assessment creation stage.

The lists have been split into formatting issues and content issues. Although the content of assessments is the most important element of internal moderation, it is also important that BUV maintain a consistent style across all modules and programmes, therefore please pay attention to any formatting issues.

If you believe that the assessment you are moderating does not comply to any of the below points then please notify the module leader so that they can make appropriate corrections before approving the document for further release.

Assessment Creation

Content

- ✓ The assessment matches up to requirements of the module descriptor.
- ✓ The questions are appropriate for the academic level of the students.
- ✓ The questions allow for the Learning Outcomes to be demonstrated by the student response.
- ✓ The questions are clear and unambiguously written.
- ✓ There is a suitable level of guidance given to assist in answering the question. More guidance should be provided at earlier levels. The guidance provided is tailored to the requirements of the individual assessment.
- ✓ Different sections of the assessment have clearly identified marks for each section.
- ✓ The total marks available add up to 100/100%.
- ✓ A marking rubric or answer sheet as appropriate is included.
- ✓ The percentage score in the rubric/answers is consistent with the questions and totals 100%.
- ✓ Any additional information required to complete the assessment (case studies/guidance/formula lists) is contained within the paper
- ✓ [Resit assessment only] The resit is of a similar level of difficulty to the first sit, and if it is a group assessment, it has suitable instructions so that it can be completed as a group or by an individual. For resit MCQ examinations, no more than 40% of questions from the first-sit paper may be reused.

Formatting

- ✓ The filename is saved in the correct format. See the BUV Academic Guidelines and Policies on Canvas for further information.
- ✓ The most up-to-date template is being used. As of September 2020, there should be no submission or presentation date listed on the front cover of the assessment paper.
- ✓ All information is correctly filled out on the cover page. Unless the assessment is a second-sit paper, the fields showing 'Date Issued to Students' should be complete.
- ✓ The 'Assignment Valid until' date is only shown as one calendar year from the date of issue if there would be no significant advantage gained from students viewing previously completed assessments.
- ✓ The questions are free from spelling, punctuation and grammar errors.
- ✓ The font 'Brandon Grotesque (Regular)' has been used throughout, and font sizes are appropriate and consistent.

For any clarification of the above, please contact the Head of Quality and Academic Development (Mike Perkins) for additional advice.