

Change log:

April 2023:

- Changes in the marking process
- Introduction of New of Internal moderation system
- Guidelines and process for Internal Moderation.

Valid from: April 2023

Prepared by: Head Academic Quality

Reviewed by: Quality Assurance Committee

Approved by: Dean/ Registrar

BUV Internal Moderation Guide

Introduction

The below guide is designed to assist you in marking assessments in a way that meets the requirements and expectations of BUV and partner universities, and at the same time allows for students to learn from mistakes and make improvements to future work.

The goal of internal moderation within BUV is not to remark on the paper, it's to check and confirm that the grading process has been carried out correctly by the first marker, that the overall grade is appropriate, and that comments left by the markers are appropriate and match with the grade awarded. All of this helps to ensure that students receive effective feedback which is carried out in accordance with assessment-related policies and processes.

In the past, BUV carried out full moderation for all assessments, except for large cohorts. After an extensive review with Staffordshire University, we tested an alternative internal moderation process that suits best the UK higher education system and our partner universities. The proposed Internal Moderation system is an advancement over the previous system as it outnumbers the limitations of 'second marking' and suits all the cohorts irrespective of their size. This Internal moderation process involves an "Internal Moderation Report". In order to make this system more robust and sound the sample moderation report was shared with the discipline leads and they were asked to practice it in October 2022 semester. Based on their feedback the moderations were made in the report. The Internal Moderation process and the report are duly approved by the Dean and Registrar. The Internal moderation process guide is updated and is attached for detailed understanding.

Please note that there are minor adjustments to the selection of samples for assessments with more than 100 submissions. Refer to the ‘**Large Cohort marking procedures**’ for further information if you are Internal moderator for a large cohort.

Online Assignment Marking Process

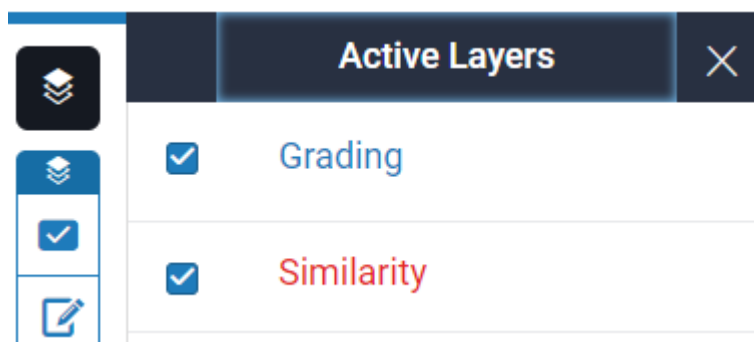
10 submissions or 10% of submissions (whichever is higher) should be reviewed by the internal moderator. In case of fewer than ten submissions, 100% of the submissions should be sent for Internal moderation. These should be selected approximately evenly between the highest marked submissions, submissions around the median of the marks awarded, and the lowest graded submissions (including fails) by the internal moderator.

Although these samples are not truly random, exams are collected in a non-systematic order.

1. Open the Canvas course that you are the internal moderator of, click the relevant assignment, and then wait until you see the Turnitin summary box appear under the assignment paper. This means your Turnitin account has been linked with this assessment.
 - a. Do not use the Speedgrader to do internal moderation of the assignments.
2. Login to Turnitin using your BUV email and password
3. Arrange the papers in order of similarity from high to low by clicking the similarity button on the page until it displays the following image:

SIMILARITY	
30%	■
27%	■
17%	■
17%	■
17%	■

4. Open the first paper, and before you start Internal Moderation, ensure that the layers of both similarity and grading are active and that you can see any text which Turnitin has flagged as present in its database:



(Feedback Studio view)

5. Look through each page of the sample assignment and review the comments and marks of the first marker and decide whether you agree with the grades awarded by the first marker or if there is disagreement over the first marking.
6. Use the Internal moderation checklist (shown in the next section) to review the paper.
7. If you agree on the mark and everything is fine, leave the Quickmark '**INTERNAL MODERATOR : [name]**' at the top right-hand corner of the paper. Remember to save your Quickmark! Please do not type in a text comment (such as 'agreed', 'mark agreed', 'Agreed-Jyotsna' etc.)
8. If you spot any minor typos by the first marker then please correct them, but remember to inform them afterward. Otherwise, do not alter any comments or grades entered by the first marker.
9. Do not add any additional comments of your own to the paper even if these are attributed to you.
10. Please double-check for plagiarism in the paper you are the internal moderator. If you spot suspected plagiarism, which has not been commented on by the first marker, then please raise this to the first marker for further discussion. The first marker should leave the AM01 or AM03 Quickmark on the top left of the paper, and email buy-misconduct@buy.edu.vn with the required information after any discussion has taken place.
11. If you disagree with a first marker, please mention the reason in the "**Internal Moderation Report**".
12. Using the '**Internal Moderation Report**' (Available on the QA subsite) agree on the marks outside of the Turnitin system. We do not want students to see comments on how differences have been resolved on their papers.
13. In case of complete disagreement with the first marker or, in the event of systemic problems that you believe need addressing by the first marker, please contact the Discipline Lead keeping Dean, Head Academic Quality, and Exam office in the loop. Depending on the nature of the issue and the gravity of the situation Discipline Lead might take appropriate action which may include
 - a. Asking the first marker to review all assessment marks for the module in line with the Internal moderator's comments.
 - b. Requesting the Dean for appointing a third marker to mark the same sample of work.

In case the third marker is appointed the entire module will go through the "**Internal Moderation Process**" again with a **New Sample** and the **Same Internal Moderator**.

14. It is expected that each sampled paper is thoroughly reviewed by the Internal moderator to check for consistency of marking practices, the application of rubric criteria, and the standards of comments left by the first marker.
15. Following the agreement of the final marks between the first marker and internal moderator, and completion of the “**Internal Moderation Report**”, it is the responsibility of the first marker to change any marks that were not initially agreed upon during the internal moderation process on the student papers.

It is the responsibility of the first marker/ML to ensure that the agreed grades are correct. After completion of the Internal Moderation Report, the first marker/ ML must send it to the discipline lead. The discipline lead must review and sign the Internal moderation report and submit it to the Quality Officer (QO). The Quality officer should duly review and sign the Internal Moderation Report and Submit reports to the Exam office.

The Exam office must ensure to initiate the internal moderation process by circulating the Report format to moderators and by collecting duly completed moderation reports from the Quality Officer within the given time frame.

Internal Moderation Checklist: Assignment

- ✓ Based on the British undergraduate degree classification system, does the mark awarded to match the quality of the response by the student? Particular attention should be paid to any assignments marked at a grade of 70 or higher, borderline, or failing grades.
- ✓ Is there clear evidence of the level of work being noted by the marker throughout the paper? This can take the form of Quickmarks, or written comments.
- ✓ Is there a minimum of at least one comment or QM per page of content in the assignment? Content includes diagrams, tables, and references but not appendices, cover pages, tables of content etc.
- ✓ Is there a written overall comment in the correct location? This should not just be a copy of the comments made on the assessment but should be a constructive comment which explains what the student did well, what they could improve on, and a point as to how improvements could be made in the future.
- ✓ Do the comments match the grade given? For example, if a paper is marked at a level of 60 but the comment says ‘good’, then this is not fully representative of the work by the student.
- ✓ Are the comments supportive in nature? Extremely negative comments or sarcastic comments must be avoided.
- ✓ Are the comments related to the quality of the submission, rather than the attributes of the student submitting it?

- ✓ Has the Assessment rubric shown in the assignment paper been clearly/accurately used to mark the assignment? This must be attached on Turnitin
- ✓ Are the correct Quickmarks being used to identify Academic Misconduct (AM01, AM03), and are they located on the top left corner of the front page with no mention of plagiarism elsewhere in the document?
- ✓ Are the comments free from spelling, punctuation, and grammar errors?

If there are issues with any of the above, please let the first marker know so that they can adjust their work

Exam Internal Moderation

Paper-based examination

The Exam office will provide Internal moderators with the sample for moderation with the Internal moderation report after the first marking is finished. The sample size and the sampling protocol will remain the same i.e. 10 submitted Scripts or 10% of submitted scripts (whichever is higher) should be reviewed by the internal moderator. In the case where submitted scripts are fewer than ten, 100% of the submitted scripts should be reviewed by the internal moderator. These should be selected approximately evenly between the highest marked script, the script around the median of the marks awarded, and the lowest graded script (including fails).

Using the answer paper/model answer, and the comments left by the first marker, check each paper to see whether you agree with the marks that the first marker has allocated,

In the case of multiple-choice exam papers, the accuracy of answers should be checked against the answer paper in addition to the simple addition of the marks.

If you agree with the marks awarded, please leave the same marks in the appropriate boxes of column 3 'Internal moderator' on the front of the paper. Please ensure that both the 'Internal moderator' and the 'Final Grade / GP / %' box at the top of the matrix are filled out to prevent any potential grade manipulation at a later date. Sign/stamp your name at the bottom of the matrix by the 'Agreed Totals' row.

Every page of the answer that contains content must be signed/stamped by the Internal moderator to signify to the external examiner that the whole script has been checked.

If there is a disagreement with the marks for a paper enter your proposed marks in the appropriate boxes of column 3 'Internal moderator' on the front of the paper, then contact the first marker to agree on the marks. Once these changes are agreed upon, the internal moderator is allowed to make the changes in the relevant sections on the paper and signs next to them.

When the changes are genuinely agreed by the first marker complete column 4 'Agreed Mark' and the 'Final Grade / GP / %' box at the top of the matrix.

If there has been a disagreement in the marks, both the first and the internal moderator must sign next to the 'Agreed Totals' row at the bottom of the matrix.

See the examples below:

<i>If grades are agreed without moderation</i>					<i>If grades are agreed after moderation</i>				
Final Grade / GP / % 47					Final Grade / GP / % 46				
1 Question Answered	2 First Marker	3 Second Marker	4 Agreed Mark	5 External Examiner's Mark	1 Question Answered	2 First Marker	3 Second Marker	4 Agreed Mark	5 External Examiner's Mark
1	25	25			1	25	25	25	
2	5	5			2	5	5	5	
3	11	11			3	11	11	11	
4	6	6			4	6	5	5	
Agreed Totals					Agreed Totals				
47		47			47		46		46
Ashu					Ashu JOE				

Internal Moderation for Presentations/ Practical Assignments

It is the responsibility of the Module Leader to invite the Moderator to observe a sample of 10% of the presentations or practical assignments (live) for presentation, practical demonstration, poster presentation, and so on.

Recorded media, such as Vlogs, should simply follow the policy for Written work and Exams.