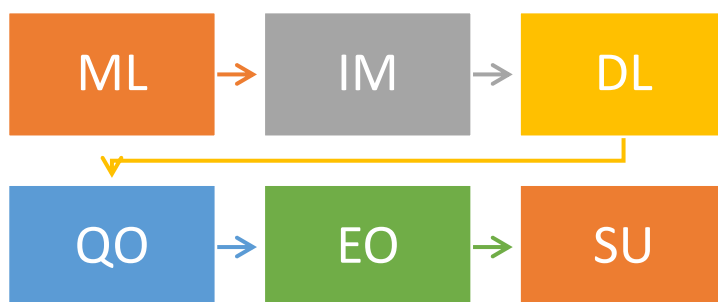


## Marking Process For EXAMS and Canvas Submissions



The Module leaders will collect the scripts to be assessed from the EO. After the first marking, the Module leaders will inform the Internal moderator keeping EO and QA in the loop. The ML is also responsible for Filling up marks in the ***Filled Assessment Grid Template*** (mark sheet provided by the exam office). The module leader will provide Internal Moderation Report(format) and duly filled mark sheet Moderator.

The Internal moderators will draw a sample for moderation in such a way that it should represent the population. 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). ( For details see the moderation guidelines )

Upon agreement on marking the Internal Moderator will Inform the Module leader and share the moderation report with him /her keeping the Exam Office and Quality Assurance Office in the loop.

It is the Module leader's responsibility to forward the moderated ***Filled Assessment Grid Template*** and Internal Moderation Report (signed by ML and IM) to DL keeping Exam Office and Quality Assurance Office in the loop.

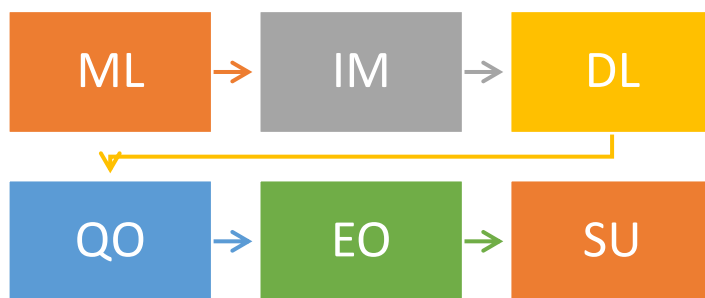
Discipline leads (DL) should go through all the modules' ***Filled Assessment Grid Template*** and Internal Moderation Reports to ensure that due process is followed, and ***Filled Assessment Grid Template*** represents the true and fair marking of the modules. The duly signed Internal moderation report and the ***Filled Assessment Grid Template*** shall be sent to the EO once the DL approves the marks.

It is the responsibility of the Module leader to return the scripts to the EO after the moderation process is over.

In the case of the report submitted via Canvas the same process will be followed the only difference is

- After first marking on Turnitin, the Module leaders should inform the Internal moderator keeping EO and QA in the loop.
- The ML is **NOT** responsible for Filling up marks in the **Filled Assessment Grid Template** as it will be fetched by the exam office.
- The module leader will provide Internal Moderation Report(format) to the Internal moderator after first marking. And rest of the process remains the same.

### Marking Process for Presentation Vlogs, Practical, Demonstrations etc.



It is the responsibility of the Module Leader to invite the Moderator for sample observation of the presentations or practical assignments (live) for presentation, practical demonstration, poster presentation, and so on. The ML is also responsible for Filling up marks in the **Filled Assessment Grid Template** provided by the exam office and the first marking on the Rubric sheets. The module leader will provide Internal Moderation Report(format), duly **Filled Assessment Grid Template** (by EO), and first marked Rubric sheet to the Internal moderator keeping EO and QA in the loop

The Internal moderators will draw a sample for moderation in such a way that it should represent the population. 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).

Upon agreement on marking the Internal Moderator will Inform the Module leader and share the moderation report with him /her keeping the Exam Office and Quality Assurance Office in the loop.

It is the Module leader's responsibility to forward the Moderated *Filled Assessment Grid Template* (by EO), First marked and moderated Rubrics sheets, and Internal Moderation Report (signed by ML and IM) to DL keeping Exam Office and Quality Assurance Office in the loop.

Discipline leads (DL) should go through all the modules' *Filled Assessment Grid Template*, first marked and moderated *Rubrics sheets* and *Internal Moderation Reports* to ensure that due process is followed, and mark sheets represent true and fair marking of the modules. The duly signed *Internal Moderation Report* and the *Filled Assessment Grid Template* shall be sent to the EO once the DL approves the marks.