

**Amendments to (i) UPR AS12 (Assessments and Examinations (U/G and Taught P/G) and Conferments (University-delivered provision)) and (ii) UPR AS13 (the equivalent of UPR AS12 for collaborative programmes) for 2018/19**

This paper summarises the approved amendments to UPR AS12 and UPR AS13 for the 2018/19 academic year.

**1. Moderation of marked student work**

The 20 March 2018 meeting of ASAC received an audit report on the internal moderation of assessments, to satisfy itself that the UPRs and guidance on the process of moderation are being followed and are fit for purpose. One recommendation emerging from the audit was that UPR AS12 should clarify that the moderator should not have been involved in the marking process as a first marker, unless there is some exceptional circumstance that makes it necessary for a first marker to also moderate. The following amendments to UPR AS12, section 5.5 have been approved:

**5 REGULATIONS AND PROCEDURES RELATING TO THE SETTING, REVIEW, SUBMISSION, MARKING AND MODERATION OF EXAMINATIONS AND ASSESSMENTS**

**5.5 Internal moderation of marked student work**

The University needs to be assured that robust, effective and consistent moderation processes are being applied across all Schools.

Staff should refer to the detailed guidance on moderation produced by the Learning and Teaching Innovation Centre.

5.5.1 Internal moderation is a process separate from that of marking and provides assurance of the quality of marking and feedback. The process of internal moderation involves checking that the marks have been awarded fairly and consistently and in accordance with the grading criteria/marketing scheme. The process also provides the opportunity to reflect on and refine assessment and feedback practices. Moderation must take account of the marks awarded to the full set of assessed work for the task, module or programme, in the context of the academic standards for the award. It is, therefore, not about making changes to an individual student's marks.

5.5.2 The module leader is responsible for ensuring that internal moderation has taken place.

5.5.3 *Except in exceptional circumstances approved by the Dean of School or nominee, staff undertaking moderation should not have been involved in the marking process and should have a minimum of two (2) years' experience in UK Higher Education.*

5.5.4 All summative assessments must be .....

## **2. Signature of Pass lists**

It is recognised that, in exceptional circumstances, an examination board chair may not be available to sign a pass list, and in the interest of students there may be a need to promptly publish the pass list. The following amendment to UPR AS12, section 9.5.4, iv has been approved.

### **9 CONSIDERATION OF RESULTS BY BOARDS OF EXAMINERS**

#### **9.5.4 Following the Programme Board of Examiners meeting**

##### **iv Approval of Award Pass Lists**

Each Award Pass List must be signed by:

- a the Chairman of the Programme Board of Examiners (who, in doing so, certifies that the decisions reached by the Board have been recorded correctly on the Award Pass List) and
- b the School Administration Manager, who, in doing so, confirms that the document has been checked and the information contained in it is full and correct.

*In the absence of the Chairman of the Programme Board of Examiners, another member of the Board of Examiners (nominated by the Dean of School) may sign the Pass List(s).*