



Monitoring and Moderation of Grades Policy and Procedure

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1 PURPOSE

- 1.1 The purpose of this policy and procedure is to ensure that Polytechnic Institute Australia ('PIA') maintains an appropriate degree of fairness and consistency in allocating Higher Education (HE) unit grades, and to establish and ensure academic standards by comparison across institutions.

2 SCOPE

- 2.1 All units at PIA.

3 POLICY STATEMENT

Internal Monitoring of Grades

- 3.1 Grades of student assessment should be awarded by faculty and differentiated in accordance with the *Assessment Policy and Procedure*. Faculty are to submit final grades by the date set by the Learning and Teaching Committee each teaching period, so that grades can be reviewed through the process of internal monitoring of grades and sent to students in a timely manner.

External Moderation of Grades

- 3.2 External moderation of grades is used to ensure that grade allocations are fair and reliable. The process establishes and promotes standards and equity at a proper level in each unit, and ensures comparability in quality terms between other institutions teaching comparable courses. PIA employs different forms of moderation, including inter-institutional sampling and inter-institutional moderation panels (IIMP).
- 3.3 PIA requires that:
- 3.3.1 The Learning and Teaching Committee takes responsibility for appointing appropriate mechanisms for external moderation of grades. The Learning and Teaching Committee will determine each discipline to be moderated on a rotational basis. Each discipline being moderated will include a reasonable sample of units taught that term within that discipline.
- 3.3.2 The Learning and Teaching Committee will ensure that moderation activities are completed and required changes or improvements are actioned.

4 PROCEDURE

Created: 16 August 2018
Modified: 15 December 2019
Review Date: July 2022

Document Owner: AB
Version: 1.3
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ABN: 34 145 333 795 Provider Number PRV14049 CRICOS 03535M

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Internal Monitoring of Grades

- 4.1 PIA requires that:
- 4.1.1 The Learning and Teaching Committee appoint an Internal Monitoring of Grades sub-committee that includes the Discipline Head and faculty delivering the units. The Learning and Teaching Committee should also appoint a chairperson for this sub-committee.
 - 4.1.2 After each term, the sub-committee will review grades (including all the grades of individual assessment tasks) across all units completed in that term. The sub-committee is tasked to evaluate the grades awarded to ensure consistency of distributions of marks both within and between units. The monitoring shall include consideration of the distribution of grades within each unit and comparison of assessments across units.
 - 4.1.3 The monitoring of grades process will also note any students needing to be placed on an Academic Progress Intervention Strategy in line with the *Student at Risk and Early Intervention Policy and Procedure*, or any students needing to be excluded from a course in line with the *Exclusion from a Course or Unit Policy and Procedure*.
 - 4.1.4 The sub-committee shall be provided (upon demand) a copy of unit handouts given to students that include learning outcomes, assessment guidelines, and any other requirements specific to the course being monitored. They shall also be provided (upon demand) with sampling of student work.
 - 4.1.5 The sub-committee shall report any matters of concern to the Learning and Teaching Committee and propose changes to improve outcomes in assessment practice and equity across PIA.
 - 4.1.6 Following the internal monitoring of grades process, the chairperson of the Internal Monitoring of Grades Committee may authorise the dissemination of grades to students.

Inter-Institutional Sample Procedure

- 4.2 The Learning and Teaching Committee will appoint an administrator (usually the Quality Assurance Manager) to invite relevant and qualified academics external to PIA to act as External Moderators. An External Moderator will be selected for each unit to be moderated.
- 4.3 The administrator will provide the following for each unit being moderated:
- the Student Unit Outline – which should include assessment expectations and marking grid; and
 - a selection of graded papers for each assessment, as follows: top, middle and bottom graded assessments.
- 4.4 Moderators are asked to:
- 4.4.1 review the graded assessments, with specific reference to the standard, fairness and consistency of marking; and
 - 4.4.2 prepare an External Moderation of Grades report for PIA's review that includes:
 - comments on the standard, fairness and consistency of marking with respect to that expected in degree studies in an Australian higher education institution;
 - constructive feedback on the assessment tasks themselves (optional); and



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- any other matter considered relevant to the delivery of higher education courses of study highlighted by the content supplied.
- 4.5 Once the External Moderation of Grades report has been received, it is to be forwarded to the Discipline Head for review and response to the Learning and Teaching Committee. The Learning and Teaching Committee is responsible for ensuring that any required changes or improvements are actioned, including Professional Development activities if needed.
- 4.6 A final report on all External Moderation of Grades activities for each term will be tabled at Academic Board in the Learning and Teaching Committee report.

Inter - Institutional Moderation Procedure (IIMP)

- 4.7 The IIMP is designed to facilitate calibration of assessment standards and the personal development of faculty involved in assessment.
- 4.8 Panels will be assembled by discipline area and focus on one unit at each moderation. The basic procedure is as follows:
- 4.8.1 Each institution participating in the moderation panel provides a sample of ungraded, de-identified assessments from a unit within the discipline. Each institution should also provide the marking grid appropriate to their sample assessments.
- 4.8.2 All assessments provided by all institutions must be marked by each participant in the moderation panel.
- 4.8.3 When this has been completed, the graded assessments are shared amongst participants in the moderation panel and a time for discussion is organised.
- 4.8.4 Each individual assessment item is discussed with the aim of reaching agreement on the final grade deserved by the assessment item.
- 4.8.5 A final report is prepared by the moderation panel summarising the contents of each discussion and explaining any situations in which agreement could not be reached.
- 4.8.6 This report should be submitted to the Learning and Teaching Committee. The Learning and Teaching Committee is responsible for ensuring that any required changes or improvements are actioned, including Professional Development activities if needed.
- 4.8.7 Result and recommendations will be tabled at Academic Board in the Learning and Teaching Committee report.

5 RESPONSIBILITIES

Records management

- 5.1 Staff must maintain all records relevant to administering this policy and procedure in a recognised PIA recordkeeping system.

6 RELATED LEGISLATION AND DOCUMENTS

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Documents

Assessment Policy and Procedure
 Assessment Moderation Policy and Procedure
 Course Progression Policy and Procedure
 Exclusion from a Course or Unit Policy and Procedure
 Student at Risk and Early Intervention Policy and Procedure

Higher Education Standards Framework

- 6.1 This policy and procedure complies with the Higher Education Standards Framework (Threshold Standards) 2015, Standard 1.3, which states:
3. Methods of assessment or monitoring that determine progress within or between units of study or in research training validly assess progress and, in the case of formative assessment, provide students with timely feedback that assists in their achievement of learning outcomes
- 6.2 This policy and procedure also complies with the Higher Education Standards Framework (Threshold Standards) 2015, Standard 1.4, which states:
3. Methods of assessment are consistent with the learning outcomes being assessed, are capable of confirming that all specified learning outcomes are achieved and that grades awarded reflect the level of student attainment.

7 FEEDBACK

- 7.1 PIA staff and students may provide feedback about this document by emailing policy@pia.edu.au.

8 APPROVAL AND REVIEW DETAILS

| Approval and Review | Details |
|---------------------|----------------|
| Approval Authority | Academic Board |
| Administrator | Dean |