

Hibernia College Quality Framework

Procedure for Grade Moderation



1 Introduction

1.1 Purpose and Parent Policy

This procedure outlines the steps for ensuring that grading is consistently and correctly performed by moderating the grades awarded by assessors under the *Policy for Assessment, Grading and Certification*.

1.2 Responsibilities

a. Faculty responsibilities

- i. The Director of Programme, in consultation with the relevant assessors and grade moderators, is responsible for implementing the procedure for grade moderation.

b. Staff responsibilities

- i. Staff on the programme team who collect and store grades are responsible for selecting grades for moderation.

2 Procedure

2.1 Procedure for Grade Moderation

a. Appointment of grade moderators

- i. Experienced, competent assessors are appointed as grade moderators.
- ii. The grade moderator for a particular set of grades should have had no prior involvement in making academic judgement for the relevant pieces of student effort.

b. Sampling

- i. Following grading in line with the *Procedure for Grading Student Effort*, the programme team takes a sample of the grades for moderation.
- ii. This sample group should include:
 - Any borderline grades
 - Any fail grades
 - A random sample from within each grade band.

c. Grade Moderation

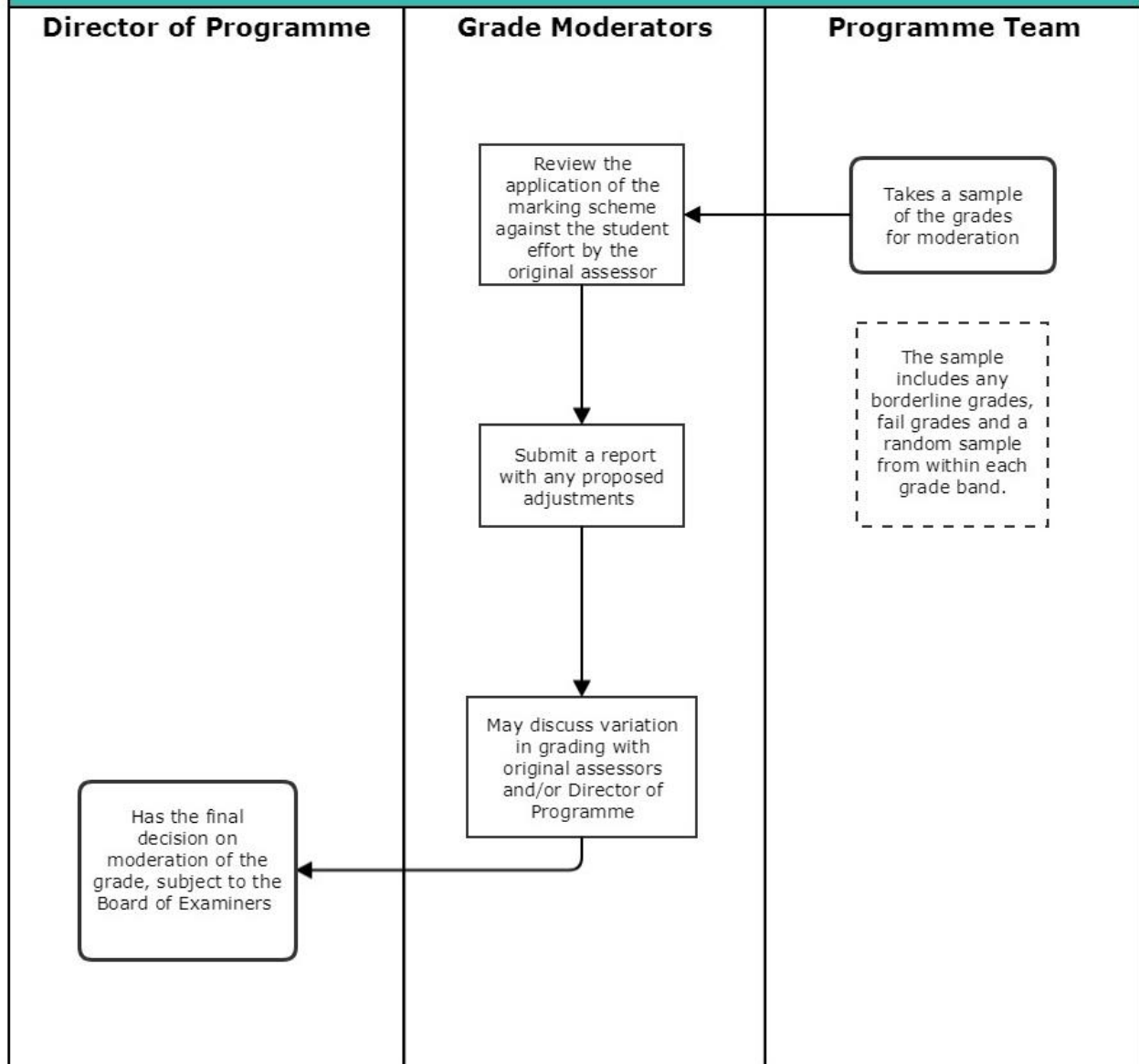
- i. Grade moderation takes place in line with the *Policy for Assessment, Grading and Certification*.
- ii. Grade moderators review the application of the marking scheme against the student effort by the original assessor to ensure consistent and fair assessment.

- iii. Grade moderators submit a report detailing any proposed adjustments to the grades selected for moderation along with detail of the extent to which they believe the grading scheme and criteria were correctly applied.
- iv. Variation in grading between the assessors and the grade moderator may be discussed between the two in an attempt to reach agreement.
- v. Variation in grading may be discussed between the grade moderator and the Director of Programme or nominee to determine the final grade.
- vi. The Director of Programme has the final decision on moderation of a grade, subject to the Board of Examiners.

Simplified: Grade Moderation



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3 Document Control

Document Title	Procedure for Grade Moderation		
Author	QA Officer		
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Related Policies	Policy for Assessment, Grading and Certification		
Related Procedures	Procedure for Grading Student Effort Procedure for External Examining		
Related Resources			