

# Team Marking/Moderation Stages and responsibilities 2023-24

## SEPTEMBER (onward)

- ML to add SA and AO to module team
  - AO to provide SA with list of assessments and deadlines
  - SA to set up submission points, marking groups and External folder.
  - MLs upload assessment instructions before first week of each semester
- Responsibility: SA; AO; ML

## THROUGHOUT TEACHING YEAR

- SA emails reminders to ML two Mondays before deadlines to check moderation meeting arranged for Tuesday after deadline
- Responsibility: SA

## AT DEADLINE

- ML organises moderation meeting by Tuesday following deadline.
  - LM oversees promptness and quality of moderation and progress of marking
  - LM uploads moderated scripts to External folder with reports
- Responsibility: ML, LM

## WHEN MARKING COMPLETE

- ML moderates using R script and uploads report to External folder
  - ML warns students of release day before release
  - ML releases marks on DLE.
  - LM provides Generic Feedback on DLE
  - ML checks that Moderation sample, summary doc, and generic feedback uploaded to the External folder
- Responsibility: ML, LM, SA, AO

## AFTER MARKS RELEASED

- Checking of ECs/lateness, DNs and application of capping by FA
  - Programme lead to review quality/consistency of feedback.
- Responsibility: FA, Programme Lead

Submissions are on Thursdays; Late scripts on Fridays; EC two weeks after deadline.

Note that return is mandated by 20 days from submission, which means marking must be complete within 17 days (the fourth Monday) to allow time for statistical moderation and uploading.

Module Leaders MUST upload coursework assessment instructions (hidden from students) before the start of the semester for External Examiners to review. Only Show them after approval.

SA =Specified Admin (Fiona)

LM=Lead Marker (academic setting the question)

ML=Module Leader

AO = Assessments officer (Jon)

FA – Faculty Admin (Karen)

## Marking and moderation process.

Prior to submission the cohort is divided into marking groups and assigned to the markers (SA). Markers are given assessment guidance document by LM.  
Overseen by ML.

0 days

DEADLINE

ML checks that LM and markers are able to meet their targets

1 days

MODERATION PHASE

Each marker will select the first script from their allocation and mark/annotate it.  
NOTE: These are pre-randomised and will be different scripts for each marker.  
Each marker *emails* this script to the option leader **by Monday after deadline.**

3 days

HOLD

The LM moderates *for grade and feedback* the marked work for each marker and offers individual comments or instruction. Moderation meeting (**by Tuesday after deadline**) organised by LM. All moderated scripts and forms uploaded to External folder. Group discussion by email continues throughout marking.

4-16 days

MARKING PHASE

The marking continues until complete.  
**All marking must be completed before seventeen working days.**

17 days

STATISTICAL MODERATION (ML, SA, AO)

ML must statistically moderate across markers using R script provided, aided by AO.  
Report which is generated uploaded to Externals folder.  
Moderated marks uploaded by SA/AO to submission point on DLE.  
ML warns students day prior to release

20 days

RELEASE (ML/AO)

SA=Specified Admin (Fiona)  
LM=Lead Marker  
ML=Module Leader  
AO= Assessment Officer (Jon)

**MLs must inform AO of any problems**

Must be via email, not DLE, as Teacher role will lack full access

Marking can continue marking with the proviso that markers are prepared to revisit grades and feedback following moderation

All markers can see moderation sample in External folder

**Any marker struggling with load must inform LM, who can ask SA to reallocate**

Markers upload a zip file of annotated scripts to the submission point

ML uploads moderation report to External folder.  
LM uploads Generic Feedback.

## Other schemes:

- Stage 4 Option essays.
  - Options marked by those who taught them, unless more than 60 in which case shared with rest of those in same block.
  - New markers email six (Experienced markers three) annotated scripts (**with marks**) to the moderator (within 4 days).
  - Moderation of feedback and grades.
  - Marking progresses as in workflow.
- Dissertation modules
  - ML ensures anonymous marking turned off.
  - Supervisors mark their own dissertees' work.
  - Second markers simultaneously mark allocated dissertations.
  - When both have marked work, markers exchange completed marking form.
  - Markers agree final mark
  - Supervisor enters all comments and marks into Qualtrics.
  - AO runs regular reports for ML on progress and statistics
  - ML decides whether to moderate any marker's grades; uploads report to External folder.
  - SA uploads marks to DLE for release