**Moderation Summary Form**

**Team coursework marking:** On the day after a deadline (normally Friday), each marker marks the first script from their allocation and emails this script and grade to the moderator. Moderator completes one copy of this form.

**Other coursework marking**: New staff mark six and experienced staff mark three scripts and email to moderator with grades. Moderator completes a copy of this form for each marker.

**The moderator** examines *grade and feedback* of the marked work for each marker and offers individual comments or instruction. Any differences in grades noted in the Comments section below.  
**Moderation meeting** within 3 days of submission organised by moderator (usually Tuesday).   
All moderated scripts uploaded to Externals folder along with this form (filenames can be shortened for clarity).

Group discussion by email continues throughout marking.

**Moderator** carries out statistical moderation when marking is complete.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Module**: PSYC000 | | **Assessment:** |  | | |
|  | **Moderator**: | **Marker:** | | | **Date** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| script | Filename | Marker | Marker’s Grade | Mod.’s Grade | Moderator’s Comments on Grade and Feedback |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |

|  |
| --- |
| *Summarise the salient points to emerge from the moderation meeting and email discussion. Overall Quality of feedback* |

**Marking and moderation procedures, timelines, and responsibilities can be found in the document available in the** [**School Information Site Assessment folder**](https://liveplymouthac-my.sharepoint.com/:f:/g/personal/jon_may_plymouth_ac_uk/EsMUt17JnMFGl_HQjFsh700Bs6ZAmH-YzG08pgLXnszqEw?e=fgdksg)**.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Grade** | A+ | A | A- | B+ | B | B- | C+ | C | C- | D+ | D | D- | F+ | F | F- | N |
| **%** | 100 | 88 | 77 | 68 | 65 | 62 | 58 | 55 | 52 | 48 | 45 | 42 | 38 | 25 | 15 | 0 |

**Moderator:** Upload moderated files and this form to the External folder. Filenames can be shortened for clarity.

After marking use the Statistical Moderation markdown script to generate a recommended moderated marks file for upload to assessment submission point and a Word report (which you can edit if needed). Upload the report to the External folder.