

Tracking Form for Externally Moderated Coursework

IMPORTANT: Please use Adobe Reader to complete this form. Other applications may cause compatibility issues.

Module Code and Title

Assessment Period

Autumn

Spring

Resit

Type of Assessment

Setter

Checker

External Examiner(s)

Exempt from Moderation of Marking

Justification

Justification Accepted by Moderator

Exempt from Electronic Submission

Justification

Justification Accepted by Moderator

Please click check box and complete the date field for each stage.

Please note that by completing points 9, 11, and 17 below, the moderator and module leader are acknowledging that comments have either been made, addressed or responded to.

PART 1

1. Draft coursework and marking criteria/guidelines passed from setter to moderator	Date completed
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PART 2

To be completed by the moderator. Please select the appropriate response for the following review criteria. Any comments can be provided below. Once PART 2 is completed, the moderator should return this form to the setter.

2. The criteria for assessment is appropriate and clear	Yes	No
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3. The apportionment of marks to the criteria are appropriate and clear	Yes	No
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4. Clarity of the description of activity is appropriate and clear	Yes	No
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5. The amount of work being undertaken is fair given the coursework's relative weighting to the overall module	Yes	No
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6. The coursework is free from mistakes	Yes	No
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7. Submission arrangements are clear and in line with School policy	Yes	No
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8. Comments on the assignment/actions required

9. Coursework moderated and
passed to module leader

Date completed

PART 3

To be completed by the setter.

10. Response to moderators comments in PART 2

11. Edits made and coursework (and relevant supporting documentation) placed on the shared drive by the setter

Date completed

12. Coursework sent to external examiner by the exams team

Date completed

PART 4

To be completed by the external examiner. Please select from the following statements.

13. Status of the submitted
coursework

Coursework approved

Coursework approved subject to minor
modification shown

Coursework to be reconsidered in the light of
attached comments

Coursework to be re-sent to external after
modification

14. Comments/modifications required

15. Date completed

PART 5

To be completed by the module leader.

16. Response to comments in PART 4

17. Modifications completed and
agreed by the setter and moderator

Date completed

18. Coursework ready for handing out
to students

Date completed

PART 6

To be completed by the exams team.

19. External's comments passed to
Director of Teaching

Date completed

20. A copy of documentation passed
to appropriate Year tutor or
Programme Leader

Date completed

PART 7

Please use this section to record any examples of best practice exhibited in the paper.

Best practice exhibited

21. Comments