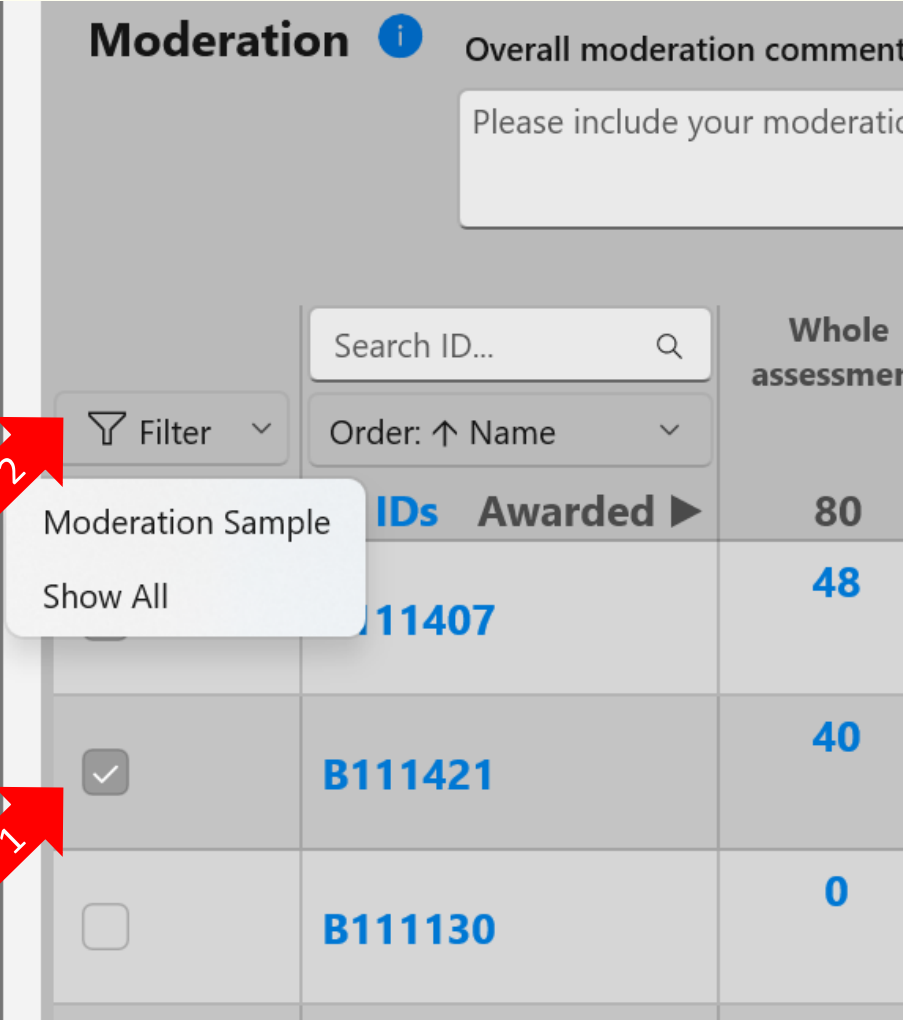


# Moderating marks

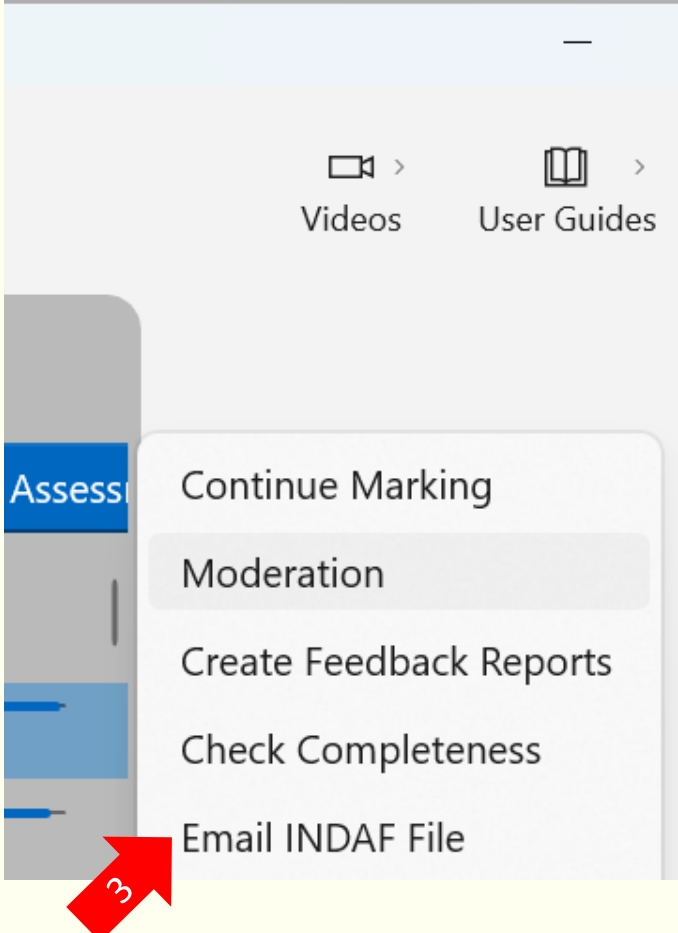
This feature allows leaders to identify student IDs for moderation, a moderator can then change any marks and leave comments, and the module leader ultimately decides whether any original marks should be overridden by moderated marks.

1. Module leader to select student IDs to allocate them to the moderation sample
2. Using the filter function, the moderation sample can be displayed
3. Module leader to share the INDAF file with the moderator (return to Dashboard, select assessment, and use Email function)



The screenshot shows the 'Moderation' interface. At the top, there's a title 'Moderation' with an information icon and a text box for 'Overall moderation comment' with the placeholder 'Please include your moderation...'. Below this is a search bar 'Search ID...' and a 'Filter' button. A dropdown menu for the filter is open, showing 'Moderation Sample' and 'Show All'. The table below has columns for 'IDs', 'Awarded', and 'Whole assessment'. The first row shows 'B111407' with '48' awarded and '80' whole assessment. The second row shows 'B111421' with '40' awarded and '40' whole assessment. The third row shows 'B111130' with '0' awarded and '0' whole assessment. A red arrow labeled '2' points to the 'Filter' button, and a red arrow labeled '1' points to the 'Show All' option in the dropdown menu.

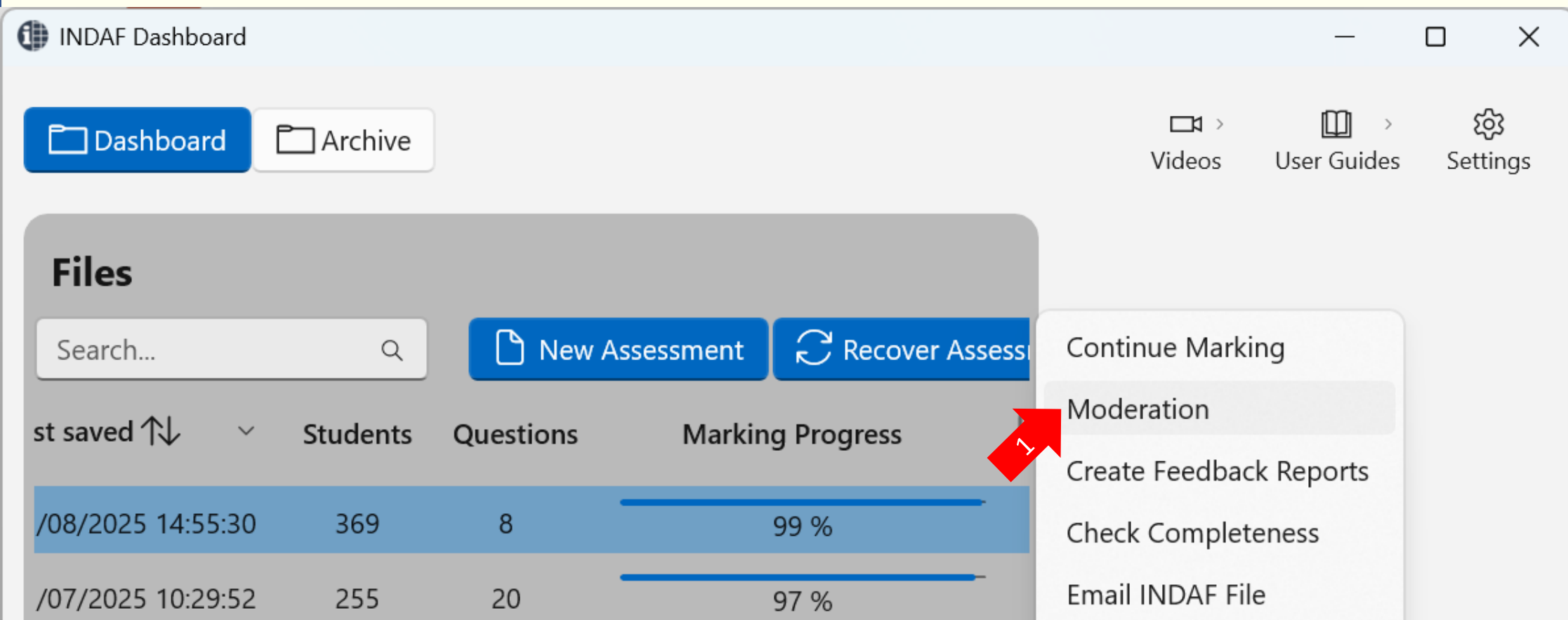
IDs	Awarded	Whole assessment
B111407	48	80
B111421	40	40
B111130	0	0



The screenshot shows the 'Assessment' menu. At the top, there are icons for 'Videos' and 'User Guides'. Below this is a dropdown menu with the following options: 'Continue Marking', 'Moderation', 'Create Feedback Reports', 'Check Completeness', and 'Email INDAF File'. A red arrow labeled '3' points to the 'Email INDAF File' option.

- Continue Marking
- Moderation
- Create Feedback Reports
- Check Completeness
- Email INDAF File

1. Upon launching IND AF, the moderator can directly access the moderation feature from the Dashboard



The screenshot shows the IND AF Dashboard interface. At the top, there's a header bar with the 'IND AF Dashboard' title and window controls. Below the header, there are two tabs: 'Dashboard' (active) and 'Archive'. On the right side, there are links for 'Videos', 'User Guides', and 'Settings'. The main content area is titled 'Files' and contains a search bar, two buttons ('New Assessment' and 'Recover Assessment'), and a table of assessments. The table has columns for 'st saved' (with a sort icon), 'Students', 'Questions', and 'Marking Progress'. Two assessment rows are visible. A context menu is open over the 'Marking Progress' column of the first row, listing options: 'Continue Marking', 'Moderation' (highlighted), 'Create Feedback Reports', 'Check Completeness', and 'Email IND AF File'. A red arrow points to the 'Moderation' option.

IND AF Dashboard

Dashboard Archive

Videos User Guides Settings

### Files

Search...

New Assessment Recover Assessment

st saved ↑↓	Students	Questions	Marking Progress
/08/2025 14:55:30	369	8	99 %
/07/2025 10:29:52	255	20	97 %

- Continue Marking
- Moderation
- Create Feedback Reports
- Check Completeness
- Email IND AF File

1. Moderator to input only contested marks
2. Moderated totals are automatically calculated
3. Moderator to include student-specific comments
4. Moderator to include overall comments
5. Module leader to include response
6. Module leader to either accept (tick) or reject (leave unticked) moderated mark. Students' marks only change if this box is ticked. Importantly, INDAF keeps both set of marks, so unticking will revert to original marks if required.  
NOTE: For assessments containing a high number of questions, scroll to right if tick box is not visible.
7. Return to the marking table via 'continue marking'. Any IDs that have changed marks due to the moderation process are highlighted, and the Moderation sample can be accessed using the Filter function in the marking table.

INDAF - 22PSB713-EX1 (saved)

Dashboard Continue Marking Save Save As

22PSB713-EX1

Module 22PSB713-EX1 Number of Students in Cohort 369 Fully Marked 366

### Moderation

Overall moderation comment  
Overall, marking criteria well applied, exceptions are highlighted

Module leader response  
In response to ID B111407 - there were issues with the question wording

Download

Search ID...		Whole assessment	Grade (%)	Q3	Q4	Q5	Q6	Q7	Q8	Overall Feedback	Moderator comments	Accept moderated mark
2 IDs	▼ IDs	Awarded ▶	80	100	10	10	10	10	10			
✓	B111407	Original ▶	48	60	3	5	8	9	10	Congratulations	I found issues in Q; Q5, and Q7	<input type="checkbox"/>
		Moderated ▶	39	49			3	0				
			40	50	5	3	5	5	5			

original marks

space to include moderated marks