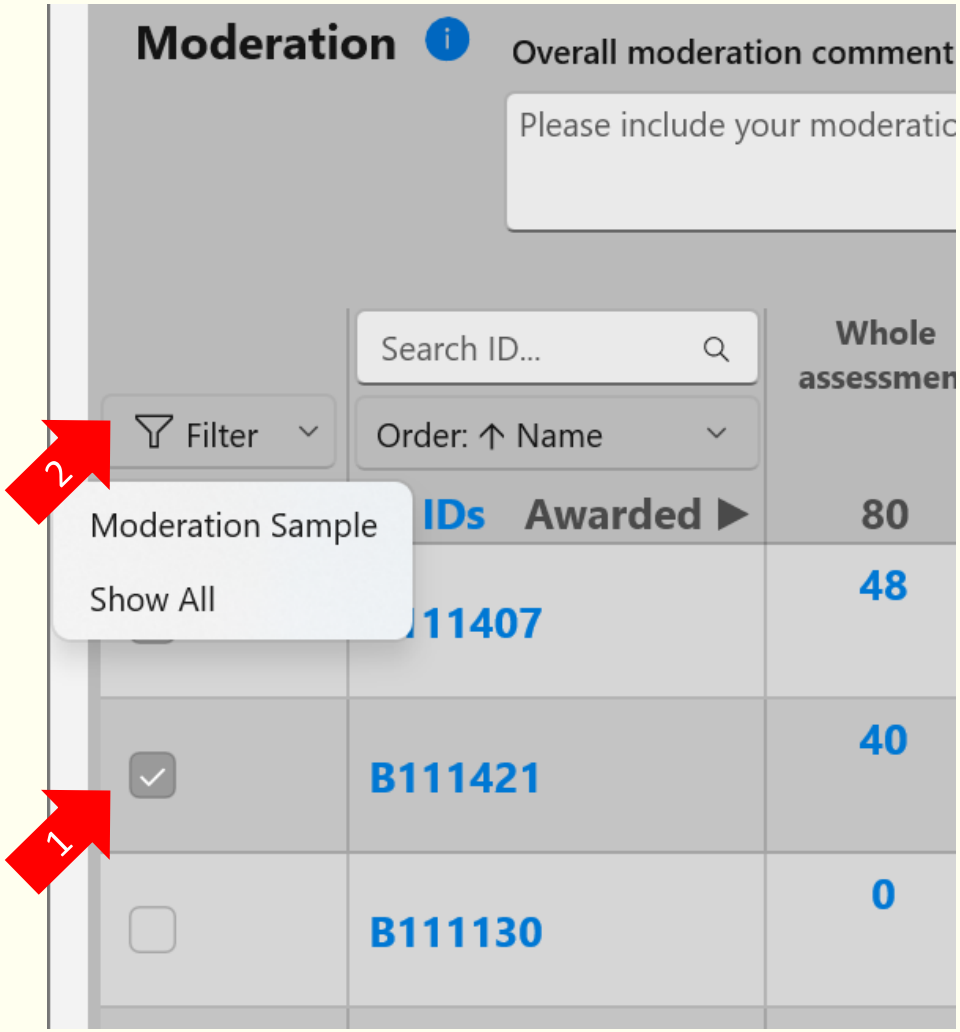
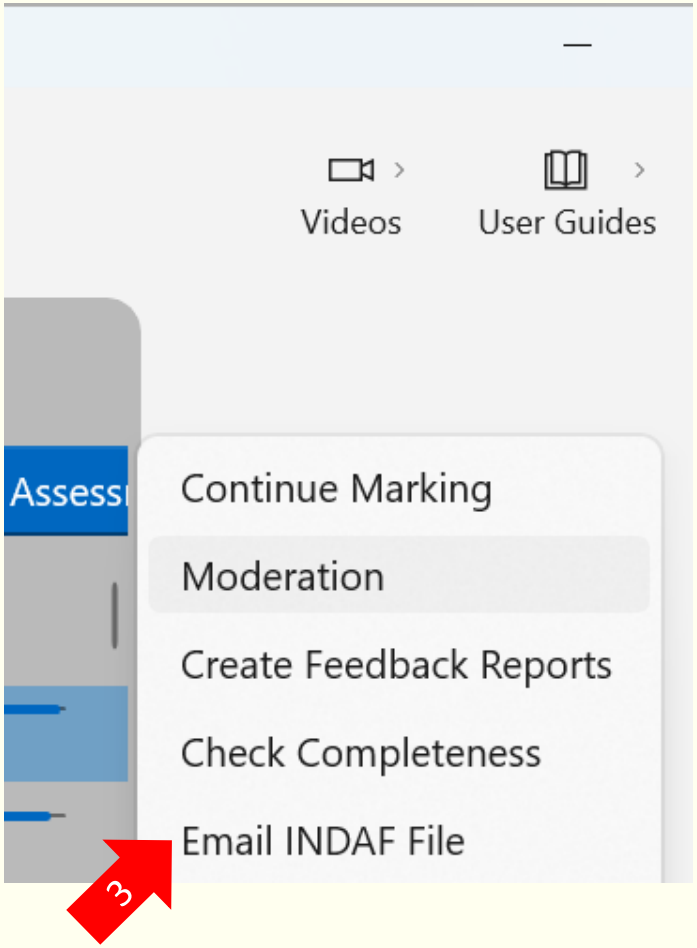
Moderating marks

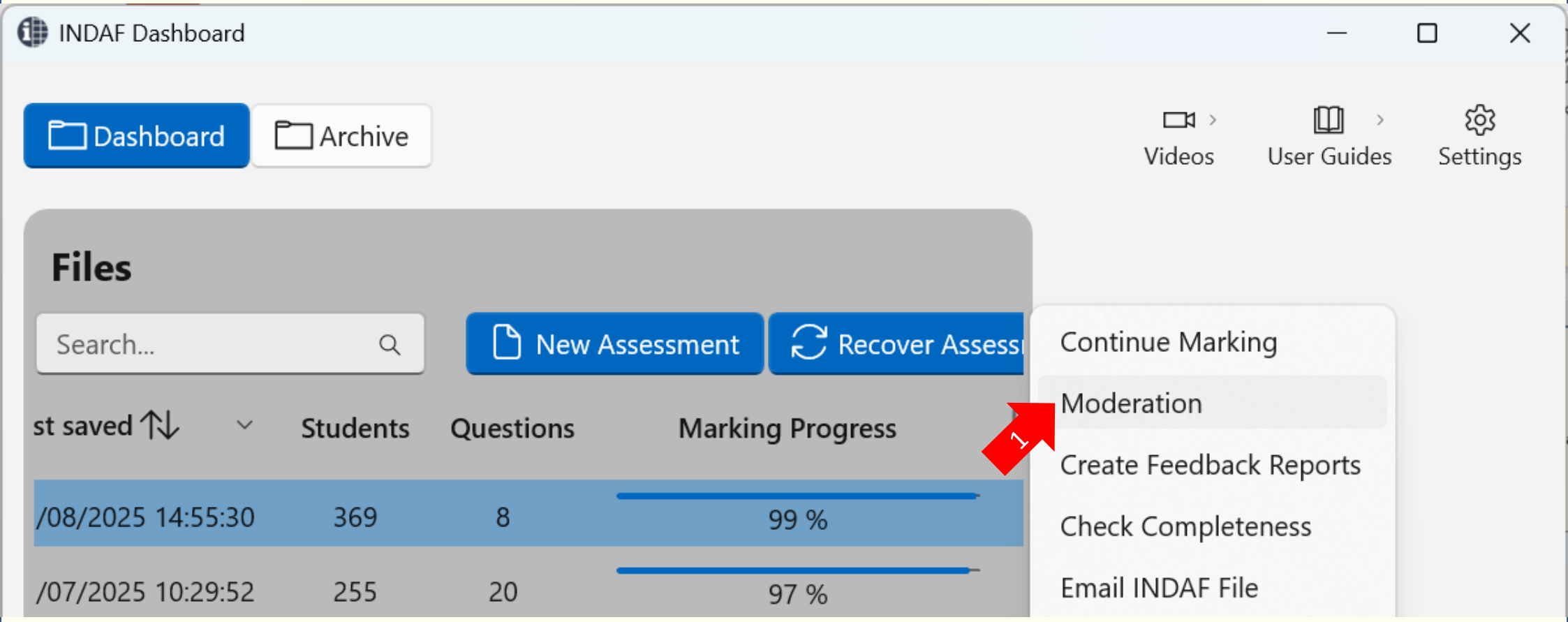
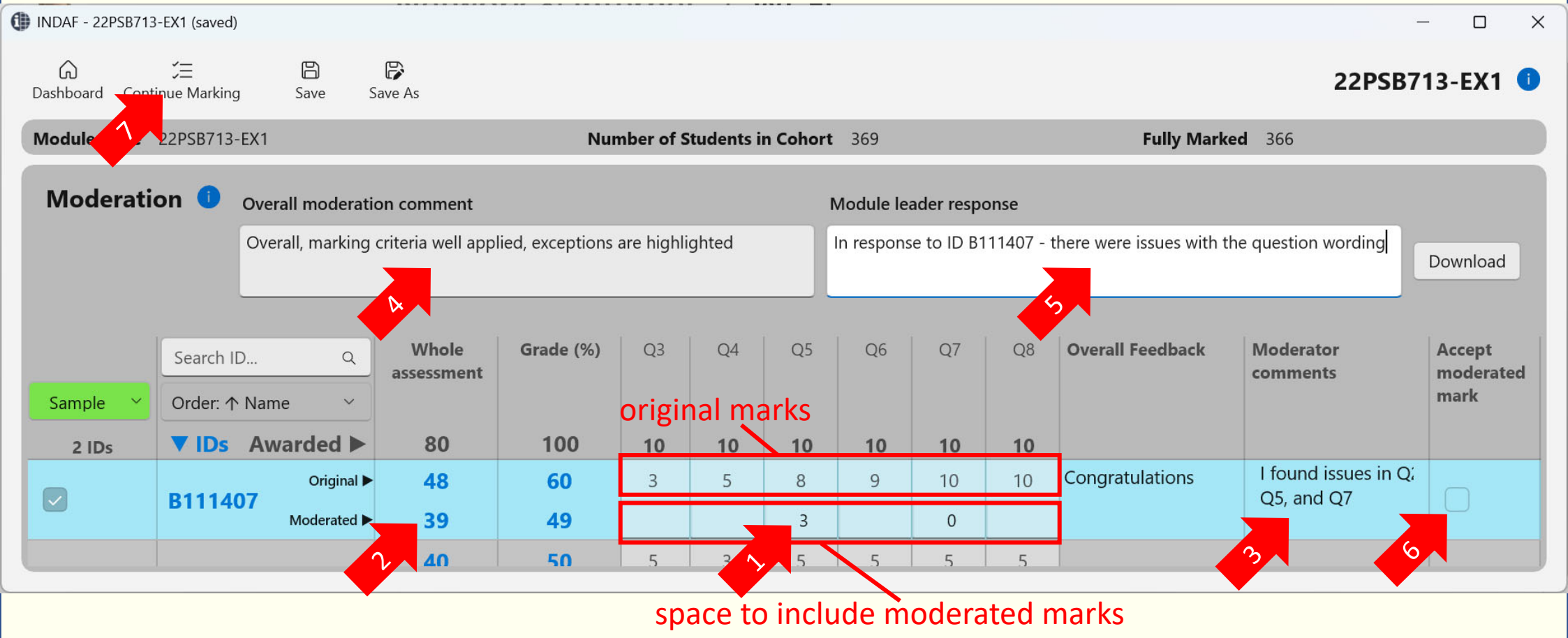
This feature allows leaders to identify student IDs for moderation, a moderator can then change any marks and leave comments, and the module leader ultimately decides whether any original marks should be overridden by moderated marks.

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)**





1. **Upon launching INDAF, the moderator can directly access the moderation feature from the Dashboard**



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.**