**Internal and External Moderation workflow**

This workflow offers guidance in organising assessment briefs and student samples ready to be internally and externally moderated SOL. Practical walk-through can be found at the end of this document.

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Diagram

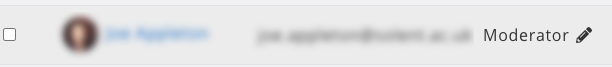
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**Switching on Samples & Assessment Report Dashboard for Moderation**

**Workflow for Moderation**You need to select an **internal Moderator**, get them to self-enrol on your module, then the **Module leader** will need to update their role to **Moderator.**

1. Do this from the **Participants** on the left side on your SOL page**:**  
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Find them on the list – click the pencil icon and select **Moderator** role  


**NOTE:** External moderators will be automatically allocated to your module

2. When setting up your assessment upload link switch on **Samples** in the **Feedback Types**:  
  
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3. When grading is complete the **Module Leader** will select a sample of 10% or a minimum of 5 from the work submitted and marked. Do this by checking on the **Part of moderation sample** for each of the students you wish to be included in the sample **this should be a range across ALL grade scales:**

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4. You can check which assessments have been included in the sample by going up to the **edit cog** top left on your SOL page and selecting **Grade Report:**

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5.You will now be in the **Grade Report** dashboard this will show all students listed on the module as well as which pieces of work have been included in the sample for each assessment element which will be identified with **Yes:**

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By clicking on the **Yes** it will take you directly to their submitted work and feedback the **Grade Report** dashboard will be then used by the internal and external moderators

6. You do not need to put any actual work in the Samples in the External Moderation folder – as moderators can just click through the YES like to see the word and the tutor feedback.

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It will be a good idea to put a document with the URL for the **Grade Report** in the **Samples** folder  
  
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Here is an example of what the contents of the document might look like

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**NOTE:** If the module has 5 or less submissions the assumption is all assessments are in the sample if they have been selected or not

**Assessment Release Status**  
If you need to know when grades are due to be released (this is four weeks after submission) install select Assessment Dashboard  
  
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Then do a find on page search for the module code, you may have to scroll to find the current instance  
  
This will tell you all the information you need from the deadline, grading due dates, submissions and grading status such as overdue for grades released

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