Internal Moderation Form

**Internal Moderation Form for Coursework/Exam scripts**

(Excluding Dissertations)

**Part 1: To be completed by Block Leader**

**Year/Term:**

**Modular/Assessment Block code and title:**

**Type of assignment & weighting (example: coursework 1, 50% of overall):**

**Grade distribution of marked work:**

|  |  |  |
| --- | --- | --- |
| **Grade Band** | **No. of students** | **% of cohort** |
| **A** |  |  |
| **B** |  |  |
| **C** |  |  |
| **D** |  |  |
| **E** |  |  |
| **F** |  |  |
| **Total** |  | **100** |

**Any additional comments (e.g. on grade distribution; overall student performance):**

**This form, together with all marked coursework/exam scripts, indicative/model answers and assessment criteria, is passed to the Moderator who will select a sample**

**Part 2: to be completed by Moderator**

Sample guidelines: **at least** 20% including examples from every grade band and all fails

Sample chosen by Moderator (please note how many scripts in each grade band):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A | **B** | C | D | E | F |
|  |  |  |  |  |  |

A. I have moderated the above sample and find the **marks and use of the range of marks** to be (tick box):

|  |  |
| --- | --- |
| **Appropriate** |  |
| **Issues to address/clarification required** |  |

B. Questions and comments from the Moderator:

Comment on the **quality of feedback provided** to the student, which should include:

1. what was done well? *(specific to this assessment)*

2. what could be improved? *(specific to this assessment)*

3. how the student can improve their work in the future? *(applicable to other assessments)*

4. clear explanations where students have poor understanding

C. Module leader response:

Further discussion (if required):

Any actions or changes:

|  |  |
| --- | --- |
| Name of Moderator: |  |
| Date: |  |

**PLEASE RETURN THIS FORM ELECTRONICALLY WITH THE MARKSHEET AND RETURN WORK AND FEEDBACK SHEETS TO THE TAUGHT PROGRAMMES OFFICE**