

ROLE OF MODERATORS

Who is a Moderator?

A moderator is an academic who is competent (academically, or experience wise, or both) in the field in which he/she is called upon to moderate. As a moderator, he/she is supposed to step in the shoes of the Examiners to be able to provide a balanced and unbiased point of view. His/her primary concern is to check the accuracy of the Question Papers; more importantly, however, his/her duty is to ensure that the questions that have been set are suitable, appropriate and relevant for the level for which they are intended to be addressed.

Duties of a Moderator

Pre-Examination

The Moderator must:

- (i) moderate all questions of the examination paper, paying particular attention to clarity and mechanics of language and spellings.
- (ii) moderate the marking scheme/indicative marking criteria. This will include moderating the outline model answers for essay-type or open-ended question and the allocation of marks for each part/section or step.
- (iii) moderate the general instructions on the front cover of the Question Paper, including module name, code, time-allocation and any other instructions.
- (iv) ensure that special tables, formulae and other technical documents accompanying the Question Paper are available as per Section 6 of the Examiner's Form.
- (v) edit and suggest improvements to the questions.
- (vi) ensure that there is a balance between the time allocated for the paper, the complexity or level of difficulty of the questions and marks allocated.
- (vii) check and suggest improvements to the model answers or outline model answers and marking schemes/indicative marking criteria to dovetail with intended answers.
- (viii) sign the Examiner's Form.

In collaboration with the Examiner, he/she may modify, change or even replace a question.

During Examination

- (i) He/she should be available to attend to any query from the students in case the Examiner is not around.
- (ii) He/she should provide any other assistance that might be needed.

Post Examination

After all scripts have been marked, the moderator should

- (i) Check that marking scheme/indicative marking criteria has been strictly and consistently followed to ensure fairness to all students.
- (ii) Check that each and every answer has been properly marked, and that the marks have been correctly entered on the Performance Sheet.
- (iii) Check that each Section of the examination paper has been marked.
- (iv) Moderators will use a different colour of ink (preferably green) from the Examiner (preferably red), for the purpose of differentiation between the two. Where applicable, Moderators will include brief comments/annotations next to answers on scripts.
- (v) Check the accuracy of all totals.
- (vi) Report to the Administrative Officer, Examination Section through the Dean/Director or copied to the Dean/Director any anomalies noted e.g. no Index Number etc.
- (vii) Sign the SIS Performance Sheet.

General

It is imperative for moderator to maintain **STRICT CONFIDENTIALITY**. All matters connected with the moderation of question papers, marking schemes/indicative marking criteria etc. must be treated in strict confidence and information concerning them should **NOT** be divulged to unauthorised persons.

It is also important to note that the moderator should **NOT** delegate any of the work entrusted to him/her.

External Moderator (*Applicable for programme undergoing accreditation*)

Who is an External Moderator?

An External Moderator is a practising professional who has academic competence and experience in the field in which he/she is called upon to moderate.

The practicing professional should be a holder of at least an honours undergraduate degree (or equivalent qualification acceptable to the UoM) in the relevant field and possess at least three years of experience in the field or area of expertise. He/She should neither be a registered student nor be on the payroll of the University of Mauritius at the time of appointment as External Moderator. (Please refer to the specific terms of reference for external moderators for Accredited Programmes at **Annex A**).

Please refer to “Guidelines for Processing of Examination Results at UoM” available on the SIS.

ECSA Accreditation: External Moderation

Introduction

As part of the conditions for accreditation of the BEng programmes, Engineering Council of South Africa (ECSA) requires that external moderation forms part of the assessment process to ensure that EACH graduating student satisfies each of the ten exit level outcomes defined by ECSA. External moderation will be an additional process within the on-going system of assessment internal moderation and external examination at UoM.

The purpose of this paper is to propose a system of external moderation and to request the QA Office of UoM to verify that the system complies with UoM Regulations and make amendments to the latter, if required.

ECSA Requirements

Extracts of ECSA accreditation documents pertaining to external moderation by independent engineering professionals are given below.

Document **E-01-P Rev 2 Clause 2.1** defines moderation as follows:

- **Moderation:** is the process of ensuring that assessment of individuals is of the required standard and is consistent, objective and fair.
- **External Moderation:** a moderation process in which the moderator (s) are not in the employ of the provider, make no input in the programme and have no prior contact with the students.

Document **EP-03-P Rev 1** specifies five criteria for accreditation of programmes. The following extracts are relevant to external moderation:

Criterion 2: Assessment of Exit Level Outcomes

The assessment process within the programme must:

1. Ensure that all graduates satisfy each level outcome defined in the relevant standard.
2. Use a documented set of assessment criteria and processes that, taken together, demonstrate that the outcomes are satisfied at the level indicated by the range statement; and
3. Use appropriate policies and procedures to validate assessment through internal and external moderation of assessment tasks by appropriately qualified and experienced personnel.

Criterion 3: Quality of Teaching and Learning

10. Exit level assessment is subject to external moderation.

Document **E-12-P Rev 1** specifies that the respective Department will have to provide evidence of the effectiveness of the Teaching and Learning process within the programme addressing the following aspects, among others:

Clause 6.5.8: Details of method of moderation of assessment including the role of second examiner and external examiners.

Clause 6.5.9: List of external examiners, second examiners, moderators, etc together with their affiliations and the duties assigned to each.

Duties and Requirements of External Moderator

1. For each programme of study, all modules with Exit Level Outcomes [ELO(s)] must be externally moderated.
2. The external moderator must familiarize himself/herself with how the ELO(s) are assessed and the criteria used for determining satisfactory performance as defined in the respective Module Specification Sheet (MSS). Details of the type of coursework (assignments, practicals, mini projects, etc.) and the assessment of ELO(s) are provided in the MSS.
3. The external moderator will be presented with the evaluation performed internally by the examiner and by the internal moderator in the case of projects in the final year of studies.
4. The external moderator shall validate an assessment report in which he/she certifies that ALL the examination scripts, and/or continuous assessment material and/or projects have been assessed with respect to the defined ELO and their range statements.
5. For the assessment of projects in the final year, all the project reports should be externally moderated. The external moderator for a project may conduct an interview.
6. A mini-project report or assignment report or project report, not satisfying an ELO(s) and re-submitted by a student, should compulsorily be externally moderated to ensure that all prescribed ELOs have been satisfactorily met.
7. In relation to Exit Level Outcomes (ELOs) relevant coursework material, examination scripts and examination papers should be externally moderated within a time frame, to be defined by the examinations section, for smooth processing of examination papers and results.
8. The External Moderator shall be a 'Registered Professional Engineer' or equivalent registered with a recognized institution. External moderators shall sign a Statement of Confidentiality upon appointment.

9. Any potential candidate, offered appointment as external moderator, shall declare any conflict of interest, if applicable for the programme.

E-01-P: Moderation is the process of ensuring that assessment of individuals is of the required standard, and is consistent, objective and fair.

Examiner and External Moderator's Report for Exit Level Outcomes

Module name:

Module code:

ELO assessed:

Method of assessment:

Criteria for satisfactory performance:

Examiner:

External Moderator:

Student ID	Name	Examiner		External Moderator		Comments
		Y	N	Y	N	

Examiner:
Signature Date

External Moderator:
Signature Date