

# Policy and Procedure on Long Essay and Dissertation Moderations

CODE: P063

Section: Academia

Policy Owner: Academic Research and Publications Board (ARPB)

Procedure Owner: Chief Operating Officer – Academia

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## 1. Overview

The ARPB is responsible for organising and supervising moderations. The moderator, who is to act as a third reader, shall be appointed by the Chair of the ARPB upon receiving a moderation request from the respective coordinator.

Moderations shall only be allowed to take place in either one of the below circumstances:

*a. There is a discrepancy of **more than 20%** between the marks of the tutor and the second reader.*

**OR**

*b. One mark results in a **pass** and the other mark results in a **fail** by either the tutor or the second reader.*

Being a quality assurance process and separate from the actual marking of the student's work, moderations strive to ensure that an assessment outcome (e.g., a mark and/or grade) is fair, valid, and reliable. This good practice ensures consistency and transparency in mark allocations and feedback of a formative nature.

## 2. The duties of a moderator acting as a third reader

- a. To independently assess the long essay or dissertation and award a final mark out of 100%.
- b. To contact the tutor and the second reader and organise a meeting either face-to-face or online.
- c. To ensure that the assessment criteria of both the rubrics and the marking sheet created by the ARPB have been applied consistently by both the tutor and the second reader.
- d. To check and review comments on the marking sheets in order to acknowledge and address differences in academic judgement between the tutor and the second reader.
- e. To ensure consistency in the marking of the long essay and/or dissertation. This implies that the assessors of a particular long essay and/or dissertation are using comparable assessment methods and are making similar and consistent judgments on the learners' performance.

- f. To evaluate and establish if the long essay and/or dissertation is considered a pass or a fail in the case of a fail awarded by either the tutor or the second reader.
- g. To help the tutor and the second reader reach an agreement according to the marking sheet and the rubrics' criteria.
- h. To recalculate and confirm the final mark of the long essay and/or dissertation.
- i. To take the average score of the two closest marks should **no** consensus be reached during the moderation session.

### **3. The procedure**

- a. Moderation sessions shall be held on Microsoft Teams following a calendar invite sent from the appointed moderator, acting as a third reader, to both the tutor and the second reader. These meetings shall be recorded for the sake of transparency and good practice.
- b. Prior to the session, the respective coordinator must communicate the process for resolving any disagreements to the assessors.
- c. The procedure must not take longer than **five working days**.
- d. The moderator shall aim to reach a consensus on the marks and grades.
- e. If a consensus is reached, the moderator shall then request both assessors to compile one joint marking sheet with feedback and pass on the agreed final mark to the respective coordinator for processing with the Chair of the ARPB in copy.
- f. If there is a disagreement and **no** consensus is reached, the final mark shall then be calculated by taking the average score from the **two** closest marks out of the three marks given by the tutor, the second reader, and the third reader.
- g. If a consensus is reached, the mark of the long essay or dissertation shall then be deemed **final**.
- h. The respective coordinator shall then send the Registrar's Office all final marks accordingly.



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