



**DIRECTORATE OF ACADEMIC PLANNING
QUALITY ASSURANCE UNIT**

POLICY ON EXAMINATION MODERATION

© JUNE, 2024

1.0 INTRODUCTION

At Iconic Open University, we are committed to maintaining the highest standards of academic integrity and fair assessment practices. In order to ensure that our students' achievements are recognized and valued, the university has established a policy on examination moderation. This policy outlines the roles, responsibilities, and procedures for internal and external moderation of examinations.

1.1 JUSTIFICATION

The purpose of this policy is to provide a transparent, fair, and consistent approach to examination moderation, which is an essential aspect of the quality assurance process. It ensures that assessments and grading are accurate, reliable, and consistent across different courses and academic departments.

1.2 SCOPE OF THE POLICY

This policy applies to all undergraduate and postgraduate courses offered at Iconic Open University and is applicable to all academic departments, faculty members, and students. It covers all forms of assessment, including exams, coursework, and other forms of evaluation. This policy is subject to review and amendment periodically to ensure alignment with the university's academic standards and evolving best practices. It is the duty of the Faculties and Academic Departments to ensure that the policy is conscientiously implemented. This will help to ensure that learning outcomes are validly assessed.

1.3 WHO IS A MODERATOR

A Moderator is an academic or subject matter expert appointed by the university to oversee the quality and consistency of assessment procedures and outcomes. Moderators are responsible for ensuring that the assessment is in line with the intended learning outcomes in tests, assignments and examination questions, the marking criteria/marketing scheme and that it reflects academic standards and expectations.

1.3.1 DUTIES OF A MODERATOR AT ICONIC OPEN UNIVERSITY

1. Pre-moderation review of examination papers before their distribution to students.
2. Ensuring that the examination papers align with the intended learning outcomes and meet the university's academic standards.
3. Reviewing and approving the marking scheme developed by the external examiner.
4. Monitoring the reliability and consistency of marking by conducting a sample of double marking.
5. Addressing any discrepancies in marking and providing feedback and guidance to the markers.
6. Ensuring that the final marks are accurate and fairly reflect the students' performance.
7. Submitting a moderation report to the faculty or department detailing the outcomes of the moderation process, including any recommendations or areas for improvement.

1.3.2 QUALIFICATION OF A MODERATOR

Moderators at Iconic Open University must hold a relevant academic qualification in the field they are moderating (for external examiner should be a Senior Lecturer and above). They must have experience in teaching and examining at the relevant level or have extensive subject knowledge and experience. Moderators must also be familiar with the university's academic standards and assessment policies.

1.3.3 INTERNAL MODERATOR

The internal moderator is a faculty member(s) appointed by the Head of Department to oversee the internal moderation process within their department. They are responsible for organizing and coordinating the moderation process, ensuring compliance with the university's policies and procedures, and managing communication between the department and the external moderator.

1.3.4 EXTERNAL MODERATOR

The external moderator is an independent academic appointed by Iconic University from a sister university to moderate the assessment process and outcomes of examinations. They are subject matter experts from other universities or institutions and are responsible for ensuring consistency and fairness in marking and assessment across different departments and courses.

1.4 THE ROLE OF ACADEMIC DEPARTMENTS IN ENSURING EFFECTIVE PROCEDURES FOR SETTING EXAM QUESTIONS

Academic departments are responsible for ensuring that examination questions assess the intended learning outcomes and meet the university's academic standards. They must follow the guidance provided by the university's policies and procedures, including the development of the marking scheme in collaboration with the external examiner. They should also ensure timely and accurate submission of examination questions to the internal moderators.

All the academic staff and examiners shall be made aware of the educational and pedagogical orientation of Iconic University as an ODL institution. This can be carried out through meetings, seminars, workshops or conference briefing.

In addition, setting achievable and realistic deadlines at the beginning of the Semester to ensure that members of academic staff, including adjunct staff, have enough time to thoroughly carry out their duties in respect of setting exam questions.

Ensure that the exam question setter(s) is fully aware of how they should set their exam questions, by when, and in what format they should be submitted to the Department exam officer for vetting and upload in the iCampus.

1.4.1 GENERAL RULES TO BE APPLIED BY ACADEMIC DEPARTMENTS REGARDING THE DEVELOPMENT OF THE MARKING SCHEMES BY EXTERNAL EXAMINERS

The following should apply only to final year undergraduate and postgraduate courses only;

1. The marking scheme must reflect the intended learning outcomes, be transparent, and aligned with the university's academic standards.
2. The marking scheme should be developed in collaboration with the external examiner.

3. The marking scheme must be finalized and approved by the respective department and external moderator before distribution of examination to students.
4. Any changes to the marking scheme must be communicated to all markers before the start of the marking process.

1.4.2 INTERNAL MODERATION TECHNIQUES

To ensure accuracy, consistency, and fairness in marking, internal moderators may use the following techniques:

1. Double checking of marking: A sample of exam scripts is marked automatically for CBT exams and for pen on paper it should be checked by two different markers, and the marks are compared to identify any discrepancies.
2. Calibration meetings: Meetings between internal and external moderators to discuss the marking process and address any issues or discrepancies.
3. Review of moderation reports: Internal moderators may review previous moderation reports to identify areas for improvement and ensure compliance with the university's policies and procedures.
4. The Internal Moderators shall check the examination questions is satisfactory with respect to:
 - a. Rubric: materials and instructions
 - b. Structure and balance of questions
 - c. Semester level and coverage of programme context
 - d. Mark allocation and marking scheme/model answers
 - e. Conformity with course material content and specification

1.5 DEPARTMENTAL RESULT CONSIDERATION AND APPROVAL MEETING:

Once the marking process is completed at the end of every semester examination, the department holds a result consideration and approval meeting to review the final marks. This meeting is chaired by the Head of Department and attended by all course lecturers, internal and external moderators (if available), and other relevant faculty members. The purpose of this meeting is to ensure

that the final marks are accurate and consistent with the university's academic standards. Where necessary the department by simple majority decision at the meeting can allocate marks to students with low-grade, where the failure in the course is higher or over 50% of the total students on the course.

1.6 COMPLETION AND SUBMISSION OF MODERATION REPORT TO SENATE

After the examination is completed by the end of every semester, within a span of 2 weeks, the internal and external moderators must submit a joint moderation report to the university's Senate to be presented by the Head of Department. The report should include a summary of the moderation process, any identified issues or discrepancies, and recommendations for improvement. The Senate will review the report and provide feedback to the academic departments for further actions, if necessary.

In addition, the appointed secretary at the meeting should record the meeting, take minutes of the meetings, specifying the names of attendees, their ranks, disciplines and courses, among other information.

1.7 CONCLUSION

The policy on examination moderation at Iconic Open University is aimed at ensuring that our students' achievements are recognized and valued. It provides a framework for fair and consistent assessment practices and encourages continuous improvement in the assessment process. All stakeholders, including students, faculty members, and academic departments, are responsible for adhering to this policy to ensure the highest standards of academic integrity and quality.