

## Steps to moderating in the Common Units

### 1. Provide samples

- Send all tutors 4 or 5 sample assignments off gradebook with students ID removed. (Choose samples covering the range of grades).
- Ask tutors to mark and grade the assignments using the assessment criteria

### 2. Conduct Moderation meeting (1 to 1.5 hours)

- Ask tutors to attend a meeting (or for external send in) to present their grading and justification for each sample.

### 3. Examine range of grades provided for the samples

- At the meeting record on the board sample numbers on vertical axis and tutors initials on horizontal and then record grades.
- First look at whether tutors were consistent in their best to worst evaluation.
- Then look at actual marks against these assignments.
- Record the point difference between the highest and lowest grade for each assignment.

Tutor Sample	SM	LS	NP	KB	DH	GS	Point Diff.	Average
1	50	80	74	60	59	70	15	65.7%
2	45	78	70	63	62	75	13	65.5%
3	35	40	40	46	49	55	9	43.7%
4	75	not avail.	80	65	72	78	6	75%
5	no grade	no grade	no grade	no grade	no grade	no grade		

### 4. Discuss Discrepancies

- To overcome discrepancies in results check the assignments with “extreme” grades against the criteria.
- Ask the tutor/s concerned to explain how they interpreted the criteria to arrive at the grade.
- Discuss as a group until consensus is reached about an appropriate grade for that particular assignment.

This process normally helps “wildcards” understand the “norm” grade. It also inspires extensive discussion and clarification about the assignment, the criteria, different interpretations and helps the group arrive at a common approach.

### 5. Calculate Average grade

Calculate an average grade for each assignment by adding all grades allocated (minus the highest and lowest) and dividing this by the number of grades in the calculations. The results arrived seem to reflect a fair compromise.

## 6. Distribute Outcomes

The outcomes of the session are sent out to all tutors (so that external tutors and those unable to attend the meeting are included).

- Average grade for each sample
- Grade descriptor
- Discussion points from meeting

### Message sent to tutors post - moderation

To proceed from here summarise issues raised through the moderation discussions and remind staff to:

- Check your numerical grading against these averages.
- Check the standard descriptor for grades.
- Align your marking against the Assessment Criteria/ weighting.
- Discuss with coordinator if you are still uncertain.