Brunel University London Pathway College: Assessment Moderation Protocol

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Brunel University London Pathway College: Assessment Moderation Protocol

1 Introduction

1.1 Brunel University London (BUL), as the validating body for the Programme Elements delivered by Brunel University London Pathway College (BPC), is responsible for ensuring the integrity of the assessment process for students on programmes delivered through this partnership. BUL achieves this through moderation of assessment tasks designed by BPC prior to issuance, and moderation of student work assessed by BPC. This process is termed as "Brunel moderation of BPC assessment tasks/BPC student work".

2 Assessment General Requirements

2.1 BPC will define all assessment tasks and will assess all student scripts/submissions.

2.2 In accordance with Brunel University London's Internal Strategic Moderation and Double Marking Policy, additional moderation to that required under this protocol may be conducted by BUL, where any of the following criteria are met:

- Assessments are marked by an inexperienced member of staff
- An inexperienced Programme Element Leader is in place
- Persistent over- or under-performance by students is identified.
- Student feedback indicates issues with assessment and/or feedback
- The Brunel Liaison Tutor or another BUL source has identified potential issues with the assessment

3 Brunel Moderators

3.1 Liaison Tutors will identify, in agreement with their Heads of Division/Department, moderators for all BPC modules assigned to their Division/Department. In the context of this protocol, these individuals are termed "Brunel moderators".

3.2 For Alternative Level 4 blocks, it is appropriate for the block leader (or the internal moderator) for the equivalent BUL block to be the Brunel moderator.

3.3 At Foundation and Pre-Masters level, there is unlikely to be any equivalent University block and therefore Brunel moderators should be selected by Division/Department based on the individual's subject specialism and experience of moderation procedures.

4   Brunel Moderation of BPC Assessment Tasks

4.1   A diagram illustrating the process for Brunel moderation of BPC Assessment tasks is presented under Appendix A.

4.2   Moderation of assessment tasks <u>prior to issuance</u> to BPC students is a requirement.

4.3   BPC will conduct and maintain an internal process for moderation of BPC assessment tasks, which will take place prior to Brunel moderation.

4.4   BUL moderation of BPC assessment tasks is conducted through a single approval event, covering all relevant assessments (see 4.5) prior to the commencement of an academic year. Scheduling and facilitation of this approval is the responsibility of BPC.

4.5   Brunel moderation of BPC assessment tasks is required for the heaviest weighted assessment for each BPC Block and the corresponding reassessment.

4.6   Where subsequent to an approval event an assessment becomes invalidated, Brunel moderation of the revised assessment task must take place prior to issuance.

4.7   For Brunel moderation of BPC assessment tasks, the paperwork provided to the Brunel Moderator for each block will be:

- BPC module outline (from the University's [Documentation Repository](#))
- Proposed assessment task specification (e.g., exam paper)
- Proposed assessment strategy and criteria (e.g., specimen answers and marking scheme).

4.8   Through an approval event, Brunel moderators will provide comments and any recommendations to BPC regarding assessment design, which should be considered, and any appropriate amendments should be made. Where assessment tasks are amended as a result of Brunel moderation, the revised assessment task must be provided to the Brunel moderator for final approval.

5   Moderation of BPC Student Work

5.1   A diagram illustrating the process for Brunel moderation of BPC student work is presented under Appendix A.

5.2   BPC will conduct and maintain an internal process for moderation of BPC student work, which will take place prior to Brunel moderation.

5.3   Brunel moderation of BPC student work is conducted for the heaviest weighted assessment for each BPC Block and the corresponding reassessment

5.4 Brunel moderation of BPC student work is conducted through a sampling process, where each BPC block is subject to BUL moderation at a minimum frequency of once per academic year (see Appendix A for an illustrative example).

5.5 The schedule for Brunel moderation of BPC student work will be confirmed on an annual basis by BPC, and communicated to all relevant stakeholders prior to the commencement of an academic year.

5.6 Moderation sampling will be facilitated by BPC.

5.7 For Brunel moderation of BPC student work, the paperwork provided to the Brunel moderator for each block will be:

- BPC module outline (from the University's [Documentation Repository](#))
- Proposed assessment task specification (e.g., exam paper)
- Proposed assessment strategy and criteria (e.g., specimen answers and marking scheme).
- Appropriate representative sample of scripts (normally 10% of the scripts for an assessment);
- Complete result sheet for the block (all assessment element results and overall block result for every student; plus overall block result statistics/histogram);
- BPC block Summary Form for completion by the Brunel moderator.

6 Interactive Learning Skills & Communication Moderation

6.1 Each validated programme element delivered by BPC includes an "Interactive Learning Skills & Communication (ILSC)" block, which is devised by BPC and Navitas, and is not replicated in any BUL degree award. The ILSC block is not discipline specific, and provides general development in relation to academic study.

6.2 BUL moderation of both the assessment tasks and BPC student work (as per sections 4 and 5) of all variations of the ILSC block (Foundation, Alternative Level 4, Pre-masters) will be conducted by a single Liaison Tutor appointed by BUL.

7 Panels and Boards of Examiners

7.1 In the context of this protocol, Liaison Tutors are required to attend all BPC Panels and Boards of Examiners so that oversight by BUL of the assessment outcomes of BPC students is maintained, and that any action regarding assessment design or moderation may be identified at the earliest stage.

Appendix A – Assessment Processes

Brunel Moderation of Assessments Tasks

```
        ┌─────────────────────┐
        │     Moderation      │
        │ approval event date │
        │  confirmed by BPC   │
        └─────────────────────┘
                  │
                  ▼
        ┌─────────────────────┐
        │  Assessment Task    │
        │ paperwork (para     │
        │ 4.7) uploaded to    │
        │  online repository  │
        └─────────────────────┘
                  │
                  ▼
        ┌─────────────────────┐
        │  Desk based review  │
        │ of assessment tasks │
        │     by Brunel       │
        │     moderators      │
        └─────────────────────┘
                  │
                  ▼
        ┌─────────────────┐  Recommendations  ┌──────────────────┐
        │                 │       made        │                  │
        │ Approval event  │──────────────────▶│ Assessment revised│
        │                 │                   │      by BPC      │
        └─────────────────┘                   └──────────────────┘
                  │                                     │
         Assessment approved                            ▼
                  │                            ┌──────────────────┐
                  ▼                            │    Assessment    │
        ┌─────────────────┐ Assessment approved│  moderated by    │
        │Issued to students│◀──────────────────│ Brunel moderator │
        └─────────────────┘                    └──────────────────┘
                  │
                  ▼
        ┌─────────────────┐
        │  End of process │
        └─────────────────┘
```
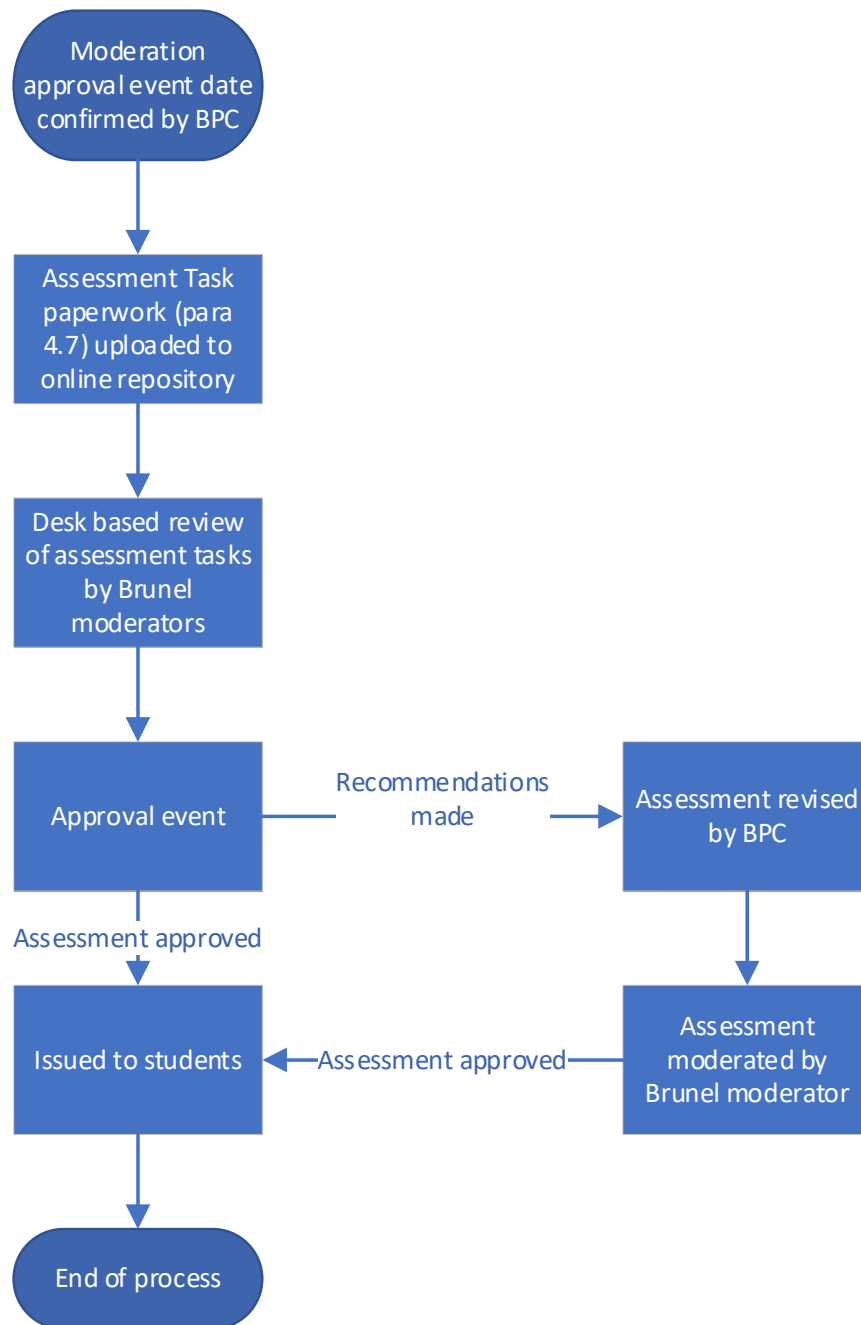
Brunel Moderation of Student Work – Indicative Schedule

```
┌──────────────────────────────┐
│   Moderation schedule        │
│   for academic year          │
│   confirmed by BPC           │
└──────────────────────────────┘
                │
                ▼
┌──────────────────────────────────────────┐
│  [month x] - Moderation of September      │
│  submissions: Business & Management       │
└──────────────────────────────────────────┘
                │
                ▼
┌──────────────────────────────────────────┐
│  [month y] - Moderation of January        │
│  submissions: Economics and & Finance;    │
│  Law; Engineering; Design; Life Sciences; │
│  Social Sciences                          │
└──────────────────────────────────────────┘
                │
                ▼
┌──────────────────────────────────────────┐
│  [month z] - Moderation of May submissions:│
│  Computer Science                         │
└──────────────────────────────────────────┘
                │
                ▼
┌──────────────────────────────┐
│   End of cycle for           │
│   academic year              │
└──────────────────────────────┘
```
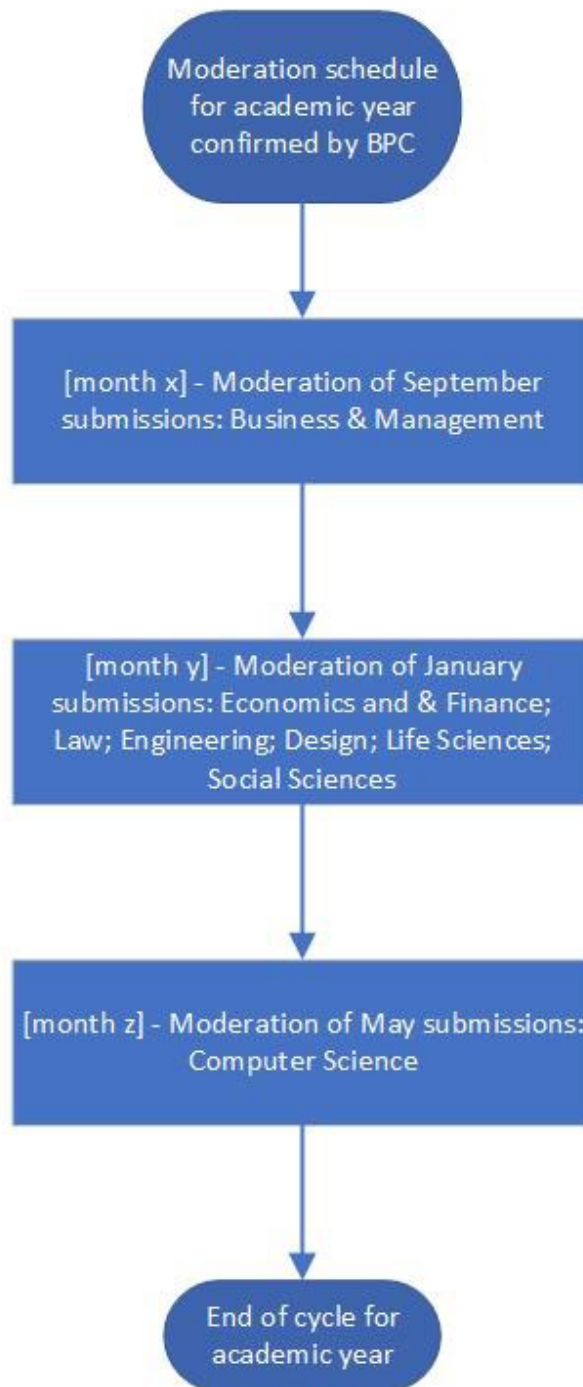
NB. The diagram above is indicative and is provided to illustrate the process. Months x, y and z, and the precise schedule for moderation of BPC student work is communicated by BPC on an annual basis.