Moderation and Validation Policy and Procedure

V2.0 April 2024

Contents

1. Overview

Moderation and validation are processes designed to improve course assessment and design and form part of the quality assessment procedures at La Trobe College Australia (LTCA). This policy and procedure document covers all students enrolled in FSDP programs at the College.

1.1 Definitions

Moderation is a process that ensures consistency, fairness, accuracy and reliability in assessment. LTCA have two moderation processes – internal and external moderation.

Internal moderation refers to the process of moderation when more than one teacher is involved in the delivery and marking of assessment for the same subject.

External moderation refers to the process of moderation between LTCA and La Trobe University (LTU).

Validation is a process used to check that assessment tasks are aligned with and reflect course learning outcomes; that content and standards are set at an appropriate level; and that marks and grades are accurate and reflect the assessment criteria.

2. Internal Moderation of Assessment

Assessment tasks undertaken throughout a trimester for all courses will have a solution and a marking guide to ensure consistency of marking when more than one teacher is involved in the delivery of a subject. The subject coordinator will organise a moderation meeting prior to the release of marks. The moderation process will provide an opportunity to scrutinise all marks and provide for second-judgement especially in the case of very low or very high marks. Internal moderation may take the form of:

- agreement of marking criteria;
- agreed upon solutions;
- cross or shared marking;
- double marking of fails; and/or
- any other suitable method that allows for the moderation of marks awarded within a team situation

3. External Moderation of Assessment

3.1 Diploma courses

External moderation of assessment will be conducted with the appropriate school discipline at La Trobe University.

External moderation, for subjects with a final examination, may be undertaken before or after the release of final grades. All subjects, with final examinations, will be externally moderated prior to the release of results at least once per year. A 10% sample of final examination scripts, representing a spread of results, will be externally moderated by a subject coordinator or their representative. The feedback of the moderation process may change final results and/or provide useful information for future marking of assessment tasks.

External moderation for trimester-based work may be conducted for subjects with no final examination or may be an additional moderation process for subjects with a final examination. For subjects without a final examination, a 10% sample of the major assessment task showing a

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range of results (high, medium, low) will be submitted for moderation to the appropriate LTU subject coordinator or representative.

All final results are evaluated by the Academic Review Committee. As a result of this evaluation, the Committee may amend grade distributions where anomalies are identified.

3.2   Foundation Studies

Final examinations will be moderated by the teaching team, led by the subject coordinator, where more than one teacher is involved in the delivery of a subject.

A 10% sample of examination papers will be moderated by a suitably qualified person other than the subject teacher or subject coordinator when only one teacher is involved in subject delivery.

All final results are evaluated by the Academic Review Committee. As a result of this evaluation, the Committee may amend grade distributions where anomalies are identified.

4.   Validation of Assessment

The objectives of validation are to ensure that the assessment:

- is clearly stated so students are able to determine how they will be assessed, when they will be assessed, and what outcomes are expected;
- is consistently applied across all instances of subject delivery or if appropriate by a third-party;
- is appropriate to the level of study;
- is fair and equitable in relation to timing, weighting and frequency;
- is accurate with relation to marks awarded per question;
- is designed to minimise plagiarism and maximise authenticity;
- is aligned and consistent with the description of assessment in the relevant subject outline; and
- is related to an approved marking guide.

A validation of assessment form may be completed for major assessment tasks in all courses including final examinations and stored in the relevant subject folder on the intranet.

La Trobe University (partner University) holds responsibility for supplying majority of assessment pieces for students enrolled in courses at LTCA. All validation processes are conducted during the **University's subject development and review stages which ensures appropriate assurances are in** place for the effective delivery of desired subjects.

Moderation and Validation Policy and Procedure

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Contact Persons	Academic Director	
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