Assessment and Moderation: in Practice

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SOLENT
UNIVERSITY
SOUTHAMPTON

MAKE
WAVES

Assessment and Moderation: Module External Examiners

- Assessment briefs - provide feedback on examination papers, coursework and other assessments before they are released to students

- Assessment moderation - asked to provide confirmation of academic standards at assessment and module level on the basis of a sample of student work

Assessment and moderation

Module External Examiners should be confident that:

Assessments make clear expectations of students and how assessments judgements will be made

Assessments will enable students to demonstrate the achievement of the module learning outcomes

Assessments are conducted in accordance with the validated structure, assessments regulations and any professional body requirements

Assessments are set at an appropriate level

Marking by internal markers is accurate, consistent and fair

Students are fairly placed in relation to the rest of the sample reviewed

University guidance on moderation

Internal Moderation:

- Sample is a minimum of 10% or at least 5 pieces of work

- Sample contains borderline cases between each band of award classification

- Sample contains an example of a first class/distinction piece of work and a fail

- Internal moderators do not comment on individual pieces of work

- Internal moderator(s) confirm moderation on SOL to confirm the range of marks.

University guidance on moderation

External Moderation:

⊗ External Examiners do not mark work themselves or moderate disagreements between markers

🔍 External examiners review sample work and endorse that internal marking is consistent, fair and in line with national standards

✏ External Examiners do not amend individual marks but can request further samples and exceptionally recommend amendments for full cohorts

📖 Externals Examiners moderate work at levels 5 and above, certain exemptions apply for other modules

Assessment Board Process

All Module External Examiners:

Solent must have written confirmation that the Module External Examiner has reviewed the student work and approved the marks and module outcomes, in order for modules to be considered

You may be asked to attend Solent to view work, to access work online or a mix of both

The Faculties and Schools will be encouraged for you to visit to undertake this moderation

This is in addition to your end of year report

Assessment Board Structure

Progression and Award Boards (PAB)

Confirms student progression to the next level of course or the final award

See a full profile of students results

View Extenuating Circumstances and Academic Misconduct Outcomes

Attended by Award External Examiner

Assessment Board Process

Progression and Award Boards (PAB)
External Examiners

🕐 You will be informed of Assessment Board dates by Student Registry

💬 A verbal report and endorsement of outcomes should be made at each assessment board by those attending

✏ Report to be submitted after every board

Assessment Calendar

- Mid September: assessment briefs available via our VLE (Solent Online Learning, SOL), primarily for semester 1 assessments

- Start of January: assessment briefs available via our VLE, primarily for semester 2 assessments

- June: 'main' Progression and Award Board

- July: 'main' resit PAB

- The above dates are for the standard UG provision, other boards will be held throughout the year for non-standard provision and you would be contacted as appropriate.

Solent Online Learning (SOL)

Solent Online Learning (SOL) houses the electronic submission systems used by Solent, including links to the Turnitin system

SOL enables the submission of text-based work (100 MB), mixed format work (250 MB) and Video/audio work (2GB)

Submission links are created centrally, with dates populated via data upload where possible

Access to SOL
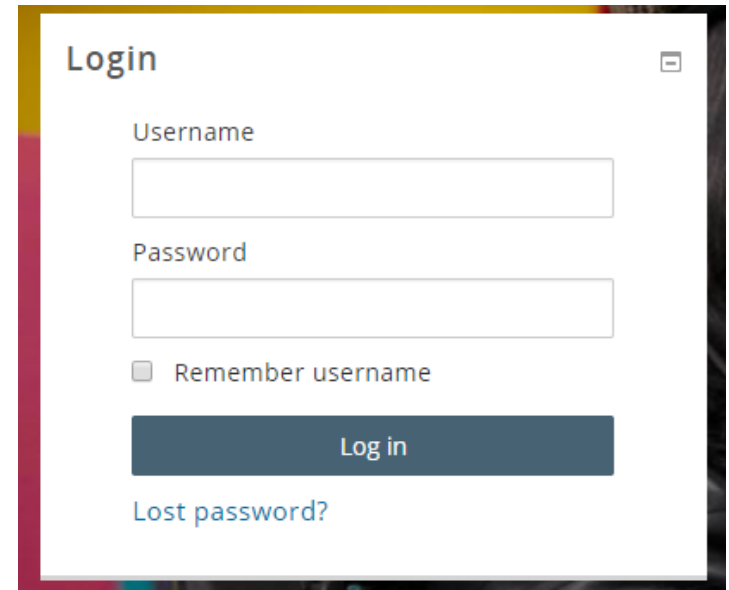
You will receive your password for the portal shortly

This password can be changed through the following URL: https://sspr.solent.ac.uk

If your login expires or you experience problems then contact the Quality Management team on: QA@solent.ac.uk

Getting into SOL

To access Solent Online Learning (SOL), open an internet browser and type learn.solent.ac.uk in the address bar.

This will take you to the log-in page.
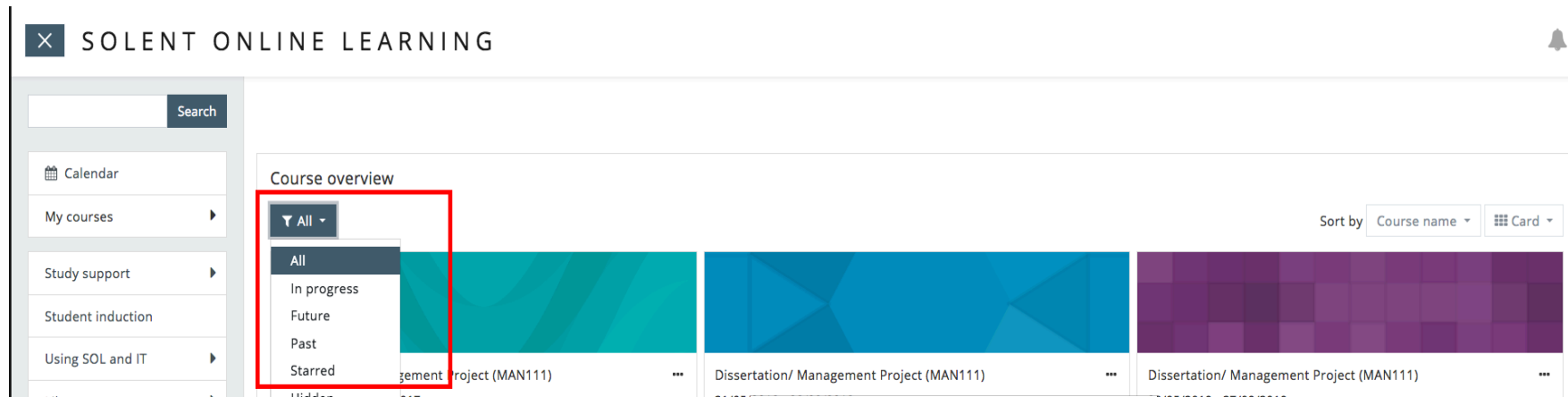
Enter the username and password - press enter or click Log in.

Finding Your Modules
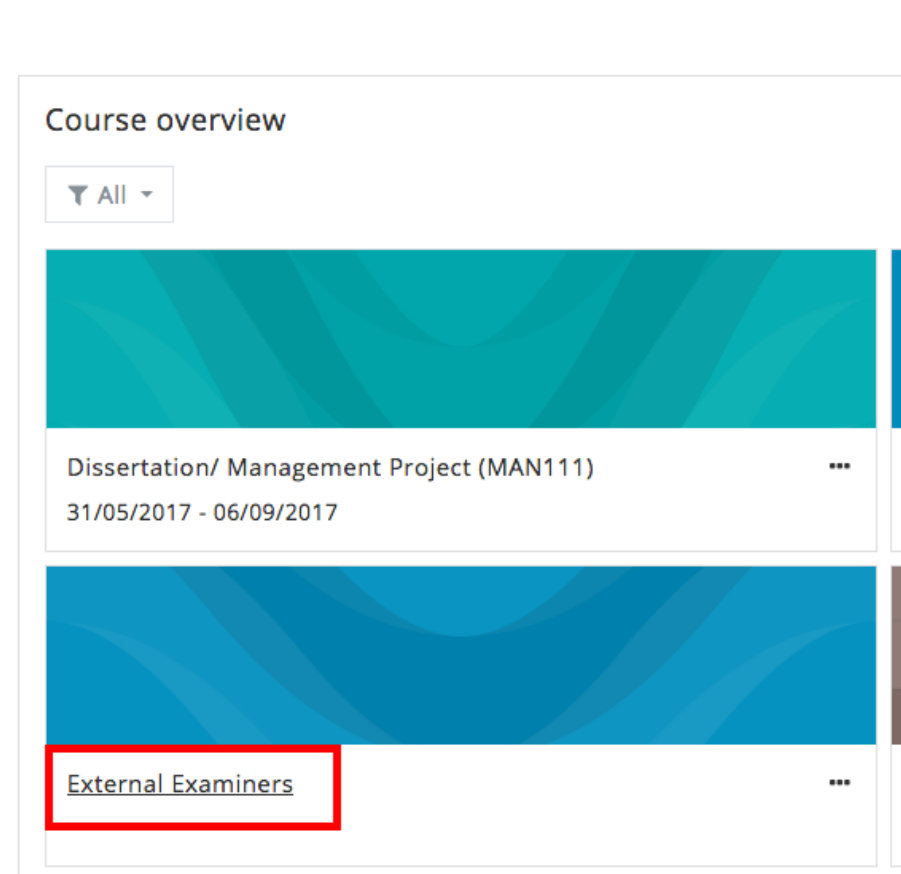
- You should already be attached to any modules that you need. They will show up in the list front page. If you cannot see a module that you think you should have access to, please get in touch with Quality Management who can add you to modules.

- All of the modules you are attached to will appear on your Home page. You can use the filter below Course overview to display modules depending on their start date.

Select a module

To visit a module, click on its name in the list and you will be taken to it.

The Module Page

The module Descriptor link (unit descriptor), if required, is to the right of the module name. Click on the Assessment tab and you will see the Moderation (External Examiners) Private Folder (in grey) near the top of the page.

The Module Page

This should contain resources that will help you. They are split between three folders; All briefs and peer reviews, Samples and Internal Moderation Records. For example:
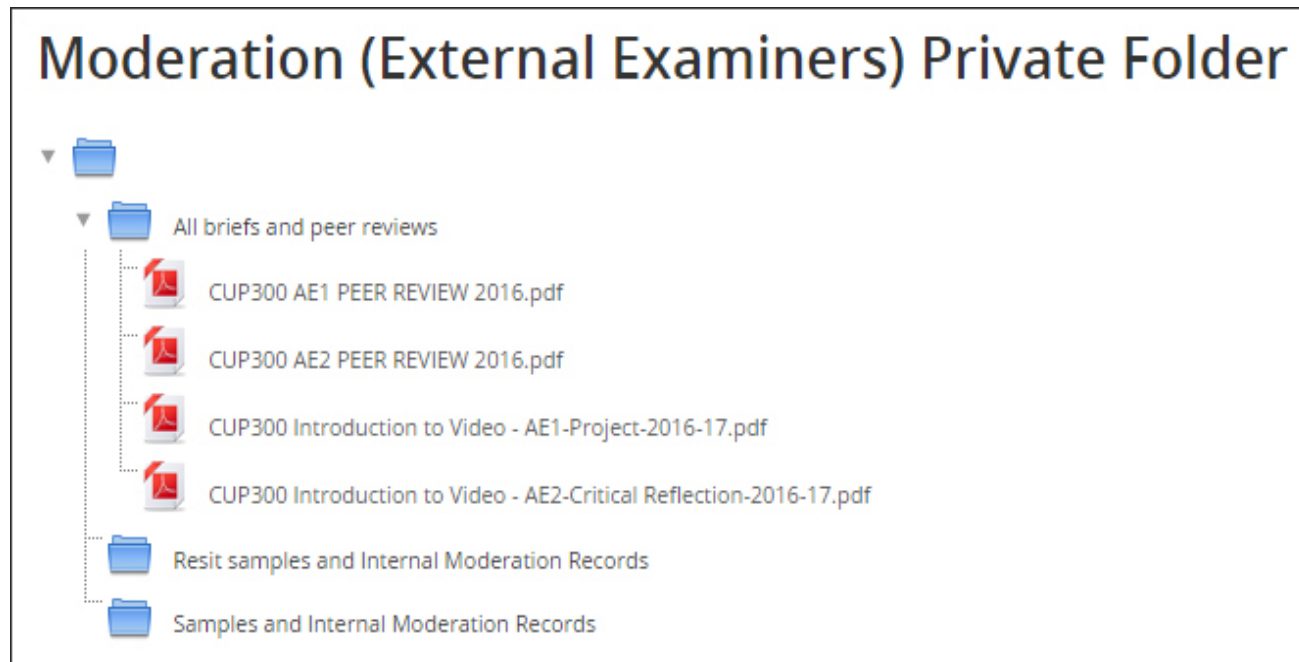
How to Access Assignments Needed for Moderation

If the sample work has not been downloaded to the relevant blue folder then you may have been asked to look at the sample names directly.

Click on the 'Assignments' link within the relevant module

Select the assessment

Tab	Assignments
Assessment	Critical Evaluation (40%)
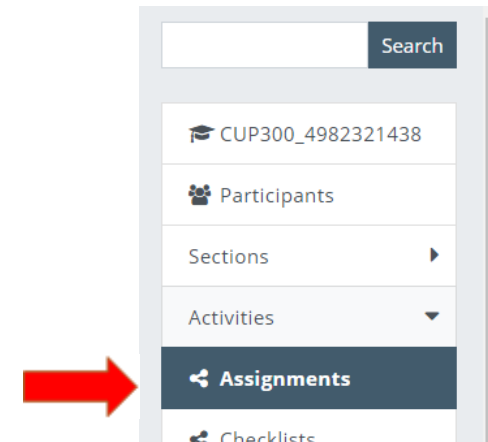
How To Access Assignments Needed For Moderation

And then click on 'View all submissions'

Critical Evaluation (40%)

Grading summary

Hidden from students	No
Participants	25
Drafts	0
Submitted	24
Needs grading	0
Due date	Thursday, 13 December 2018, 4:00 PM
Time remaining	Assignment is due
Late submissions	Only allowed for participants who have been granted an extension

View all submissions   Grade

How to Access Assignments Needed for Moderation

This will bring up the marks for that assessment, an indication of where double-marking has taken place and notification of those in the sample.

First name / Surname	Email address		Agreed grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Double Marking	Sample
Samuel Coventry	2coves28@solent.ac.uk	No submission Released	Grade B1	Edit ▾	-		▸ Comments (0)	Tuesday, 13 February 2018, 3:37 PM	1. B1 - tutorb tutorb 2. B2 - tutora tutora	Yes
Kimberley Fletcher	2fletk92@solent.ac.uk	No submission Released	Grade A4	Edit ▾	-		▸ Comments (0)	Tuesday, 13 February 2018, 3:39 PM	1. A1 - tutora tutora 2. B3 - tutorb tutorb	
Joe Hanchard	2hancj70@solent.ac.uk	No submission Released	Grade B3	Edit ▾	-		▸ Comments (0)	Tuesday, 13 February 2018, 3:38 PM	1. D2 - tutora tutora 2. A1 - tutorb tutorb	
Sheree Mc Nally	2mcnas43@solent.ac.uk	No submission Released	Grade B3	Edit ▾	-		▸ Comments (0)	Tuesday, 13 February 2018, 3:38 PM	1. B2 - tutora tutora 2. C1 - tutorb tutorb	

How to Access Assignments Needed for Moderation

If a module is not subject to double-marking then this field is removed.

At the point of submission, only the module leader can submit the grades and confirm that the mark has followed University protocols.

> **By releasing these grades you are confirming that:**
>
> - This assessment has been marked in accordance with the University's Assessment Policy, Academic Handbook Section 20 and according the assessment's specific marking criteria
> - You are the unit leader for this unit
> - All grades have been entered correctly
> - You accept that no more changes can be made to grades

Once marks have been submitted the tutors will see this message at the top of the results screen to show that these marks cannot be further amended and have been pushed into our results database.

> **Grades for this assignment have been released and locked.**

How to Access Assignments Needed for Moderation

In addition, marks can be seen through SOL but in an alternative format if desired. Find the module as usual, then click on the cog ⚙ then Grade report located on the right-hand side of the page.

How to Access Assignments Needed for Moderation

This brings up the list of marks for the WHOLE module, indicating 1st and 2nd marking where double-marking has occurred, agreed assessment marks and the indication of those part of the sample.

This report can be printed if required.

First name	Surname	ID number	Essay 1 (65%) First mark	Essay 1 (65%) Second mark	Essay 1 (65%) Final grade	Essay 1 (65%) Sample	On-line Test (35%) Final grade	On-line Test (35%) Sample
Anna	Latchman	13638033						
Ege	Nurtunc	13025929			A4	Yes		
Eleanor	Mees	12942464						
Eleni	Gkouskou	12957771			D3	Yes		
George	Morris	12238741						
Isaac	Martin	12962830						
Ivana	Markova	13680757					D2	Yes
Maria	Markova	10952802						
Martina	Kocuri	13655591					B2	Yes
Rebecca	Latchman	12948772					C3	

The samples of work can be viewed either with the SOL page, alongside the marks, etc or by clicking the sample link on the grade report

Confirming Moderation

- Once you have completed the review of marking of a particular assessment then please complete and return the External Examiner Confirmation, which is now an online form.

- This will be sent to the Module Leader and Registry. Quality get a copy if you indicate there is a problem.

- Comments can be brief here, or if you add detail, please save separately to paste into your annual report, we do not want to duplicate your workload.

Summary Video

A video of the processes associated with assessment has been created by our Learning Technology Unit.

Access is via the following link:

https://solent.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=472238bb-8bc5-47e7-9be0-acd000ff4045

If you need any assistance then contact Student Registry via student.registry@solent.ac.uk.

Any questions?

Thank you

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