

MODULE:		MODERATOR:	
ASSESSMENT: (e.g. exam, lab report)		DATE:	

													Specific Marking Criteria*		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Candidate number:															
Question number:															
Mark:															
COMPLETE ALL THAT APPLY (INDICATING Y/N AS APPROPRIATE; refer to instructions overleaf)															
Pages all read?															
Marks totalled correctly?															
OREL attributes identified? ^a															
Does feedback cover the five key areas (see below)? ^b															
Does feedback justify mark?															
Are <i>at least</i> 3 specific areas for improvement identified?															
Have Specific Marking Guidelines been applied? *															
APPROVAL OF MARKS & FEEDBACK (INDICATING Y/N AS APPROPRIATE; refer to instructions overleaf)															
Refer back to marker?															
Approve mark?															
Moderator summary:	I find the marking and feedback IS / IS NOT <i>[delete as appropriate]</i> consistent with Biosciences' marking criteria and marking guidelines. <i>If marking and/or feedback is NOT consistent with criteria and/or guidelines, please give further detail overleaf.</i>														

^a OREL: O = Original thought; R = Outside Reading; E – Relevant Example; L = Lecture Material

^b (1) Relevance of content; (2) Knowledge/depth of understanding; (3) Evidence of evaluation; (4) Structure/presentation; (5) Extent, relevance & integration of outside reading

* **Specific Marking Criteria:** Where possible, moderation should include three scripts that are subject to the specific marking guidelines for students with specific learning difficulties (e.g. dyslexia or dyspraxia). If there are <3 such scripts across the module, moderators should moderate all such scripts.

Moderator's Summary:

Use this space to provide further detail as necessary.

INSTRUCTIONS TO MODERATORS**Selection of scripts for moderating:**

- You should moderate 15 scripts, including the three scripts with the highest marks, the three with the lowest, ALL fails, plus a random selection of other scripts.
- Where possible, the moderated scripts must include three that should have been marked according to Specific Marking Guidelines (e.g. for dyslexia).
- If an assessment has a large number of fails, you may need to moderate >15 scripts (in which case, you should copy page 1 as required).

Moderating process:

Complete the table above for each script being moderated. The precise process to be followed will depend on the nature of the assessment:

- If marking is cumulative, ensure that all marks have been totalled correctly
- For essay-based exams, ensure that the marker has indicated OREL attributes
- Where appropriate, ensure that the feedback addresses the five key areas, and that clear guidance is given for student on how to improve (identifying at least 3 areas for improvement). Please note that this will not be applicable to all assessment types (e.g. chemistry-based papers, where answers are right/wrong and feedback is provided by release of a model answer)
- Ensure that the feedback fully justifies the mark awarded and that language is consistent with the mark
- Where the Specific Marking Guidelines should have been applied, ensure that the student has not been penalised for features that are associated with their learning difficulty (e.g. spelling errors (even in word processed work), punctuation and grammatical errors, weak sentence structure).
- You should refer assignments back to the marker if you believe there are deficiencies in the feedback and/or you have concerns over the mark awarded.