## Document Name
EXTERNA MODERATION OF ASSESSMENT POLICY AND PROCEDURES

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PO-STU-25

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Policy Statement
The External Moderation of Assessment (EMA) is a critical component of Excelsia College’s academic quality assurance processes. EMA ensures:

(a) comparability of the College’s academic standards with those of the higher education sector as a whole;
(b) that College assessment results are able to be defended within the broader context of higher education; and
(c) judgements made by Excelsia academic staff members are consistent with those made by their peers in the comparable programs.

The External Moderation of Assessment is separate to processes associated with the external examination of Masters (AQF Level 9) and Doctoral (AQF Level 10) Research Theses. Policies and procedures for external examination of Research Theses are covered in PO-RES-11, PO-RES-12 and WP-RES-06.

Principles
In undertaking the EMA, external moderators are asked to assess the comparability of academic assessment standards evident in selected Excelsia College units against those of similar units in Australian Universities. Specifically, the EMA process involves the moderator making a judgement regarding the quality of the academic grading of student work within the selected unit. The EMA process may also entail a consideration of the rationale, learning outcomes, content, and resources of the unit from which the assessment samples are drawn.

Procedures
(a) Each academic year, each School submits for each of their degree programs (according to Excelsia College’s External Moderation of Assessment Schedule) assessments from a number of units in a given Stream of units for the purposes of external moderation of assessment.
(b) Excelsia College’s External Moderation of Assessment Schedule is arranged such that all Streams in all degrees are externally moderated on at least a five yearly basis.
(c) The EMA process is undertaken by academics external to Excelsia College who are qualified in disciplines associated with the selected units, and may be managed through a Memorandum of Understanding with a partner institution.
(d) External Moderators will receive marked copies of representative student assessment tasks from which student-identifying features have been removed. The total sample size of assessment items to be moderated must be sufficient to establish whether significant issues in assessment are evident. This sample size will be approximately 10% of the total number of written assessment items available for a given Stream in a particular year.
(e) The copies will include (wherever possible):
   (i) samples from at least three units in a particular stream (e.g., Performance Stream, Curriculum Methods Stream, Theological Stream);
   (ii) samples from all grade levels (e.g., High Distinction, Distinction, Credit, Pass, Fail);
   (iii) samples from different types of assessment tasks (e.g., essays, reports, written examinations, journals, etc.); and
   (iv) samples from at least three different lecturers.
(f) Moderators will also be provided with all relevant materials for the selected unit. These materials will normally include the Course Unit Outline, Study Guide and Book of Readings (if applicable), Assessment Rubrics, etc.
(g) External moderators assess such aspects as the comparability of academic standards, the standard of student work, the depth and extent of lecturer comments, and the appropriateness of lecturer judgements.
(h) External moderators will provide a written report to the relevant Head of School (on the Excelsia College EMA Proforma) regarding their conclusions.
(i) Heads of School will report annually to the Director of Academic Development on the findings and outcomes of their EMA processes.

(j) The Director of Academic Development will take the Heads of School reports to the Curriculum Governance and Academic Standards Committee (CGASC), which will annually compile a College-wide EMA Report for the Academic Board.

(k) The Academic Board will assess the CGASC EMA report within the context of the higher education sector and make recommendations as appropriate.

References and Related Documents

PO-STU-03 Assessment Policy
WP-STU-27 Assessment Procedure
PO-STU-10 Moderation Policy and Procedure
STA-F96 External Moderation of Assessment - Moderator’s Report