



**EXCELSIA  
COLLEGE**  
— Sydney —

**THIS POLICY IS CURRENTLY UNDER REVIEW**

### **Objects of Excelsia College**

Motivated by the Christian faith, as expressed by the Apostles' Creed and Nicene Creed, with fidelity to the Scriptures as the Word of God, the Objects of the College are the advancement of the Christian faith and higher education.

### **Document Number**

PO-STU-25

### **Document Name**

EXTERNAL MODERATION OF ASSESSMENT POLICY AND PROCEDURES

### **Document Status**

Owner	Chief Academic Officer	August 2015
Approving Authority	Academic Board	August 2015
Publication	Version 3 (Public)	August 2020
Review Date	Review of Version 3	August 2023

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## 1 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 Policy and Procedure for the Submission and Examination of HDR Theses, PO-RES-12 Policy for the Presentation of HDR Theses by Publication and PR-RES-06 Procedure for Examination of HDR Thesis.

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## 2 Responsibility

The following members of staff are responsible for:

- Review – external moderators
- Reporting – Head of Schools
- Policy Owner – Chief Academic officer

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## 3 Definitions

For the purpose of this Policy, the following definitions apply:

- EMA – External Moderation of Assessments
- CGASC - Curriculum Governance and Academic Standards Committee

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## 4 Principles

Excelsia College is committed to the undertaking of 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.

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## 5 Related Documents and References

External Documents, e.g. Legislation

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Internal Documents, e.g. Policy

- 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

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## 6 Mapped to HESF

The content of this policy is mapped to the HESF 4.1, 5.2, 6.3.

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## 7 Procedure

1. 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.
2. 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.
3. 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.
4. 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.
5. The copies will include (wherever possible):
  6. samples from at least three units in a particular stream (e.g., Performance Stream, Curriculum Methods Steam, Theological Stream);
  7. samples from all grade levels (e.g., High Distinction, Distinction, Credit, Pass, Fail);
  8. samples from different types of assessment tasks (e.g., essays, reports, written examinations, journals, etc.); and
  9. samples from at least three different lecturers.
10. 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.

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11. 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.
12. External moderators will provide a written report to the relevant Head of School (on the Excelsia College EMA Proforma) regarding their conclusions.
13. Heads of School will report annually to the Chief Academic Officer on the findings and outcomes of their EMA processes.
14. 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.
15. The Academic Board will assess the CGASC EMA report within the context of the higher education sector and make recommendations as appropriate.

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## 8 Document History

This Policy has been amended as follows:

Version	Amendments / Date / Notes
3	Minor Changes – Full names of policies added. AB August 2020

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