



Examination Marking and Moderation Procedures

Scope

This policy is applicable to Holmes Institute Pty Ltd, (“Holmes”) and applies to all examination paper marking undertaken in Higher Education, whether performed by contracted Holmes faculty or external markers.

Principles and Accountability

- 1.1 Each Subject Coordinator is responsible for consistency in delivery and assessment of a subject across all campuses of which the examination marking is a crucial element.
- 1.2 The Subject Coordinator is responsible for the Examination Package, namely the examination (final and supplementary), the associated Marking Guide, examination advice, revision material and confirmation that the examinations have been proof-read.
- 1.3 External markers where necessary will be sourced, in the first instance, from sessional staff involved in teaching the subject. The Subject Coordinator and senior campus faculty may also suggest markers but ultimately external marker appointments are screened at the campus level for suitability by the Campus Director for approval.
- 1.4 The markers appointed should ideally satisfy TEQSA’s ‘plus-one’ criterion, meaning they are qualified at a level above the subject they are marking. Appointment of external markers takes place before the examination period.
- 1.5 The Subject Coordinator and campus delegates (where relevant), are responsible for training and coaching the markers.
- 1.6 The most senior academic involved in teaching the subject on each campus distant from the Subject Coordinator, will be designated as the Campus Delegate appointed by the Subject Coordinator to carry out the training and coaching of markers on that campus. In cases where a suitable Campus Delegate cannot be appointed e.g. the subject was taught only by sessional faculty at a distant campus, the Subject Coordinator is responsible for conducting the training session e.g. remotely via ZOOM.
- 1.7 Marking sessions are to be conducted on-campus.
- 1.8 There is an upper limit of 300 papers, in total, that any marker can mark.
- 1.9 The Subject Coordinator, and their Campus Delegate will mark at least a significant sample of papers in the subject before conducting the training session on marking.
- 1.10 The Subject Coordinator and their Campus Delegate will conduct spot checks on the work of the markers for coaching and quality purposes.

- 1.11 The Subject Coordinator is responsible for the internal moderation of the subject results between campuses and the presentation of those results, with recommendations, to the Degree Committee meeting chaired by the Course Convenor. This includes the review of any marginal marks (e.g. 45, 49, 59 etc.) of any student that needs to be reviewed prior to submission to the Board of Examiners.

Procedures

PREMARKING

- 2.1 All items of the examination package must be produced in line with the deadlines established by the Degree Committee.
- 2.2 The Subject Coordinator produces a Marking Guide for their relevant subject which is approved by the relevant Degree Committee.
- 2.3 The marking guide must do more than define the correct answer. It should include information about what the examiner is looking for in the question and also differentiate levels of less than perfect answers and the part-marks such answers should attract.

TRAINING OF MARKERS (*both internal and external*)

- 2.3 All markers must undertake training before they commence marking. The training has two components:
- I. an on-line Powerpoint package undertaken once, at a time convenient to the marker but prior to the second component of the training;
 - II. an overview of the marking scheme for the current semester for the subject being marked. This component must be attended each time a marker is allocated a marking assignment as assessment change every semester.

As a guideline, the first component should take no longer than 15 minutes and the second no longer than 30-45 minutes.

The second training session will be conducted by the **Subject Coordinator** (in person or via a ZOOM conference) or by the **Campus Delegate** ("the trainer(s)"). The session should take the following form:

- The trainer will assume that all markers have undertaken the general component
 - The 'notional' grade distribution for the subject in question should be displayed and explained by the trainer
 - The Marking Guide should be explained, by the trainer by using examples from the sample of papers the trainer marked prior to the training session.
- 2.4 Markers must sign a three item declaration that:
- They have undertaken and completed the general training component
 - They have attended the subject-specific training session

- They will disclose any filial, financial or familiar relationship they may have with any candidate and stand aside from assessing such cases and, more generally, affirm their commitment to assess impartially, having no regard for any other factors or influences.

MARKING EXAMINATIONS PAPERS

- 2.5 The trainer must supervise the marking session and make themselves available for questions.
- 2.6 The trainer should look over the first five papers marked by each marker and spot check at random papers marked by each marker.
- 2.7 Markers enter the marks on the copy of the examination seating list provided.
- 2.8 The Subject Coordinator monitors the result sheets as they are produced from all campuses monitoring for consistency in the marking and submits them to Head Office for input to the computer.

POST MARKING (MODERATION)

- 2.9 In order to fulfil the responsibility for internal moderation, following completion of the marking on all campuses, the Subject Coordinator will work with all the Campus Delegates and make recommendations to Degree Committee to ensure consistency across all campuses.
- 2.10 The Subject Coordinator will produce an Internal Moderation report for discussion at the Degree Committee recommending any adjustments necessary to ensure consistency.
- 3.1 The Course Convenor submits the agreed Internal Moderation reports to the Board of Examiners.
- 3.2 The Board of Examiners accepts or defers results until it can approve them for submission to Academic Board. Ultimately all results as subject to the approval of Academic Board.

External Marker Declaration



Date ____ / ____ / ____ Campus _____

Name of Marker _____

Name of Lecturer/s _____

Unit/s to be marked _____

I declare that:

- I have undertaken the Powerpoint training module: *General Training for Markers*
- I have attended specific training on the meaning and use of the Marking Guide for this assessment item
- I have no filial connection with any of the candidates that I am assessing [i.e. I have no kinship with any of them]
- I have no financial connection with any of the candidates that I am assessing
- I have no familiar connection with any of the candidates that I am assessing [i.e. no personal relationship with any of them]

-----[Signed]-----[Dated]

I commit to assessing impartially, with no regard to any other factors or influences other than the item I am assessing.

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