External Moderation Procedure

Purpose	The purpose of this document is to set out the procedure for conducting external grade moderation to maintain high academic standards.
Applicability	This procedure applies to all College Program Directors, lecturers, other employees and contractors involved in the moderation of assessment of Australian award programs.
Selection of External Moderators	External Moderators can be either legal academics or practitioners (who meet the requirements of the Academic Equivalence Policy). They should be subject matter experts who are experienced in the relevant subject.
	One External Moderator should be used per sample per subject. Continuity is desirable and External Moderators moderating more than one subject is permissible.
	Each Program Director should maintain a Register of External Moderators for logistical and recording purposes.
Selection of Oral or Written Submission Scripts for External Moderation	A selection of PLT Program and LLM/MLBM subjects determined by the Group Course Committee are sampled once per year.
	At any time in the calendar year the Program Director (or a delegated Customer Engagement and Student Services officer) should make a selection of assessments within each moderated subject. This can be completed by running a SalesForce report to identify borderline grades at random.
	There should be 1 sample provided per grade. Where possible:
	a) These should be borderline grades; b) The entire assessment is audible/legible; and c) There should be a distribution of assessors.

The Program Director will then send the Moderator's Report template together with the assessment papers or recordings to the external moderator together with any relevant markers' guides or rubrics.

Assessments can be sent to external moderators by email, Dropbox, Filemail or USB.

Role of external moderators

External moderators will:

a) Review the moderator instructions provided to them;
b) Review each assessment;
c) Mark each assessment according to the rubric;
d) Complete the Moderator's Report template; and
e) Return the completed Moderator's Report template by the Program Director's due date.

Use of Moderation Reports

Program Directors must:

a) Review external moderator reports for recommendations which might improve course materials (including assessment instruments);
b) Apply to TLD to update course materials where relevant (see Content Changes Policy); and
c) Inform external moderators as to how their recommendations have been implemented (and if not, why not).

Where external moderators identify issues with particular markers, the Program Director must:

a) Show those markers the moderator's comments to initiate a discussion with them; and
b) Where a marker is demonstrably out of step with other markers and/or the requirements of the marker's guide, they should be advised of the fact and counseled to help them achieve parity with their peers.

Once the external moderators have returned the completed reports (with all other materials) to the Program Directors, the Group Course Committee (GCC) will include on a convenient agenda the consideration of issues arising from the reports which may affect the curriculum across the board.

Related Documents	Moderation Policy Academic Equivalence Policy External Moderation Templates Content Changes Policy

Note:

If there is a related Procedure that your Policy relates to please insert the name of the procedure within the document as a "hyperlink".