

P29: UNIT MODERATION AND REVIEW

Overseer: PBC Dean of Academics and Research

Approval Authority: PBC Academic Council

Review Schedule: 3 yearly

Next Review Due:

Aug 2019

Review Table			
Date	Review Type <ul style="list-style-type: none"> • Scheduled • Policy amendment • Admin update 	Summary of Changes	Review person/group
24/10/2012	Initial Issue	Policy to replace previous moderation as embedded in other policies	Academic Council
18/12/14	Admin	Position and committee titles updated	Adam Niven
13/10/2017	Scheduled	Changes to 3.1-3.5	T&L
04/05/2018	Policy amendment	3.4 & 3.5 (lecturer's work clarified) combined, 3.6 re-numbered accordingly	Academic Council

1. Moderation Processes

- 1.1. To ensure ongoing moderation and review of units to provide input for improvement PBC utilises a range of moderation processes which include internal moderation, external moderation and benchmarking arrangements.

2. Unit Outlines

- 2.1. Unit outlines are developed by the Teaching and Learning Committee in consultation with lecturers of those units or unit areas.
- 2.2. At the end of each teaching semester, the Unit Lecturer is to complete the Unit Evaluation process and submit to the Teaching and Learning Committee any suggested changes to the unit outline.
- 2.3. The Teaching and Learning Committee will review the suggested changes against the course overview and determine any changes.
- 2.4. Any approved changes will be made to the unit outline in preparation for when the unit next runs.

3. Unit Lecturers

- 3.1. The Dean of Academics and Research will periodically audit lectures given by PBC faculty members.
- 3.2. The Dean of Academics and Research will discuss this visitation with the lecturer after the class.
- 3.3. The Dean of Academics and Research will meet with the unit lecturer at least yearly to discuss areas of further research or professional development opportunities
- 3.4. At the end of the semester, the Teaching and Learning Committee will discuss both the student evaluations and the unit lecturer's self-evaluation of the unit as part of the Unit Evaluation process. Samples of work graded by lecturers will be provided for the purpose of external benchmarking, in a rotation as determined with our benchmarking partners. The Dean of Academics and Research will meet with the unit lecturers involved to discuss the results of this review.
- 3.5. The Dean of Academics and Research will provide a summary of the key outcomes of the audit for both the unit lecturer and the Academic Council.

4. Unit Assessment Item Grading

- 4.1. Each semester, the two unit lecturers who are being audited for the purposes of benchmarking will be required to provide a sample from each of the set assessment items. These are to be made available for external benchmarking of the grading of those assessment items. Unit lecturers should, in the case of non-standard items provide a copy of the criteria used for grading those items.
- 4.2. The sample required under 4.1 above should include, as much as possible, an item within the Pass band, Credit band, and Distinction/High Distinction band for each of the assessed items.
- 4.3. The sample of these items is required to be submitted to the office prior to the assessment items being returned to the students.
- 4.4. The findings of the benchmarking review are reported by the Dean of Academics and Research to the Teaching and Learning Committee

5. Examination Papers

- 5.1. Preparation of examination papers is the responsibility of the unit lecturer teaching the unit. Examination Papers are to be prepared in accordance with P11 Setting Assessment Items and are to be set against the Learning Outcomes as identified in the Unit Outline.
- 5.2. Approval of all examination papers is the responsibility of the Teaching and Learning Committee. Examination papers that are in accordance with P11 Setting Assessment Items Policy and are deemed to assess the Learning Outcomes identified in the Unit Outline will be approved.
- 5.3. In any case where the Examination Paper varies from P11 Setting Assessment Items and/or the Learning Outcomes, the Teaching and Learning Committee will consider the variations and the reasons. If they are felt to be valid the Examination Paper will be approved. If variations are not approved by the Teaching and Learning Committee the Examination Paper will be returned to the Lecturer with recommendations for amendment.