



Moderation Processes for Programmes at XJTLU

Moderation is defined as follows:

Stage 1 – moderation of assessment setting (including for resits), which includes reviewing the Assessment Preparation Report (APR), checking the appropriateness of the level, format and questions in the assessment, and of the appropriateness of the assessment to assess the learning outcomes of the module, the appropriateness of the marking criteria, any rubrics or descriptors. This takes place in addition to moderation by subject external examiners.

Stage 2 – moderation of a representative sample of the exam/coursework scripts at the end of the marking process, reviewing the Module Marking Reports (MMRs), the marking and moderation process at XJTLU and appropriateness of feedback to students. This takes place in addition to moderation by subject external examiners.

- **'Full moderation'** requires the department at the UoL (or appropriately appointed external moderator) to undertake moderation at both Stages 1 and 2.
- **'Light touch moderation'** requires UoL moderation predominantly at Stage 1 only.
- **'Base moderation'** is the annual monitoring of programmes and modules where stage 1 and stage 2 of moderation are not assigned for UoL moderators. Instead, a panel of UoL staff review the programmes and modules annually to ensure standards are maintained. Moderation of assessment setting and a representative sample of scripts will be continued by XJTLU moderators and UoL approved external examiners.

Undergraduate Programmes

Light touch moderation was in place for the majority of undergraduate programmes which have had one full cohort of students complete their studies since 2019/20. New programmes started since then need to have had a graduating cohort before light touch moderation can be implemented and approved (details below).

Before moving to light touch moderation, AQSD, the Chief Institutional Moderator and the Lead Moderators will review existing documentation and decide whether a programme can move forward to light touch moderation. XJTLU will be informed of this decision.

If the staff above raise a query and there is supporting evidence e.g. external examiner feedback, moderator feedback, module results, that suggests the programme should move back to full moderation, then the panel may agree full moderation is needed. XJTLU will be informed of any decisions and rationale for programmes/modules returning to full moderation.

Light touch moderation does not apply to those programmes that only have an 'external' non UoL moderator. However, once these programmes have completed the duration they would have been in light touch moderation, they will have the level of moderation decided by the UoL moderation panel following any required periods of full and light touch moderation. If a module with an external moderator is approved for base moderation, an external moderator will not be assigned. Moderation of assessment setting and a representative sample of scripts will be continued by XJTLU moderators and UoL approved external examiners.

New undergraduate programmes starting from the academic year 2024-25, and the programmes currently in full, or light touch moderation, need to have a graduating cohort



and one full year of 'light touch moderation' before a potential move to base moderation can be reviewed and approved. Following the full and light touch moderation timeframe, moderation is then determined at modular level based on quality and standards, unless the UoL moderation panel decided an entire programme needs the moderation level adjusting.

Postgraduate Programmes

All current PGT programmes running at XJTLU can move to light touch moderation if they meet the below criteria, with the exception of those programmes that only have an 'external' non UoL moderator. It is felt that because these programmes do not have the support infrastructure at UoL, these programmes should remain in full moderation. However, once these programmes have completed the duration they would have been in light touch moderation, they will have the level of moderation decided by the UoL moderation panel following any required periods of full and light touch moderation. If a module with an external moderator is approved for base moderation, an external moderator will not be assigned. Moderation of assessment setting and a representative sample of scripts will be continued by XJTLU moderators and UoL approved external examiners.

PGT programmes without an 'external' non UoL moderator have to have two graduating cohorts and have had no concerns raised by internal/external moderators, the Chief Institutional Moderator and the External Examiners before moving to light touch moderation. This approval will be confirmed by AQSD.

Before moving to light touch moderation, AQSD, the Chief Institutional Moderator and the Lead Moderators will review existing documentation and decide whether a programme can move forward to light touch moderation. XJTLU will be informed of this decision.

If the staff above raise a query and there is supporting evidence that suggests the programme should move back to full moderation, e.g. external examiner feedback, moderator feedback, module results. XJTLU will be informed of any decisions and rationale for programmes/modules returning to full moderation.

New postgraduate programmes starting from the academic year 2024-25, and the programmes currently in full, or light touch moderation, then need to have two graduating cohorts and one year of 'light touch moderation' before a potential move to base moderation can be reviewed and approved. Following the full and light touch moderation timeframe, moderation is then determined at modular level based on quality and standards, unless the UoL moderation panel decided an entire programme needs the moderation level adjusting.

Base moderation

Starting from the academic year 2024-25, all undergraduate and postgraduate programmes that were under light touch moderation in the academic year 2022-23 were eligible to move to base moderation. There should be no concerns raised by internal/external moderators, the Chief Institutional Moderator or external examiners before moving to base moderation. Following the full and light touch moderation timeframe, moderation is then determined at modular level based on quality and standards, unless the UoL moderation panel decided an entire programme needs the moderation level adjusting.

A review panel of UoL staff comprised of the Dean for XJTLU (Chair), the Chief Institutional Moderator, representation from UoL Lead Moderators and the Academic Quality Support Officer for XJTLU will review existing data and decide whether a module can move forward to base moderation. XJTLU and UoL subject areas will be informed of this decision. This panel review will be based on available data, including external examiner reports, Lead Moderator input and three years of mark statistics provided by XJTLU.

Once in base moderation, a module will remain in base moderation unless concerns are raised and there is supporting evidence that suggests the module should move back to light touch or full moderation. The UoL panel will review external examiner reports annually to

ensure quality and standards are maintained.

Modules or programmes that require an elevated level of moderation should not be approved to return to base moderation for at least two years, to ensure any issues have been comprehensively resolved and monitored.

New Modules

New modules being delivered on a programme that has been under light touch moderation successfully with no issues identified will move to light touch moderation immediately as programme teams have already evidenced that they are working within acceptable parameters. New modules being delivered on a programme which is successfully under base moderation, with no issues identified, will move to base moderation immediately as programme teams have already evidenced that they are working within acceptable parameters.

Newly approved programmes that use existing modules, will not result in the raising of the level of moderation for the existing modules.

Where new modules are introduced and are shared across multiple programmes, the moderation level for such modules will align with the highest level of moderation that any of the programmes is under.

Modules that only have 'external' non UoL moderators will have the level of moderation decided by the UoL moderation panel following any required periods of full and light touch moderation. If a module with an external moderator is approved for base moderation, an external moderator will not be assigned.

UoL Chief Institutional Moderator

The role of the UoL Chief Institutional Moderator is to work alongside the Chief External Examiner for XJTLU in scrutinising the effectiveness of the assessment and examining process at XJTLU in upholding academic standards comparable to those at UoL. In performing this role, the Chief Institutional Moderator will:

- Attend Exam Board meetings held at XJTLU at the end of each semester;
- Represent the views of UoL moderators at Exam Board meetings on the basis of reports provided by each subject area at UoL;
- Liaise with UoL moderators regarding any concerns raised by XJTLU in relation to the input of UoL colleagues to the moderation process;
- Produce an annual report for consideration by relevant committees at UoL and XJTLU evaluating the assessment and examining process and highlighting any aspects for the attention of each institution;
- Provide advice and guidance to UoL moderators in the performance of their role.

The Chief Institutional Moderator will be a senior academic from UoL with significant experience of both internal and external examining.

Documentation

Materials for moderation will normally be received by UoL following internal moderation, and will be provided by XJTLU online via eBridge. XJTLU will provide guidance to help users with the eBridge system. In addition to the exam-relevant material on eBridge, moderators can also opt to see all the module material that is available through the XJTLU VLE, including

feedback to students. Along with the materials supplied for review by UoL moderators, XJTLU will also provide an online report pro-forma, embedded in eBridge, which should include the comments of internal examiners and moderators at XJTLU. UoL moderators should ensure that they use the proforma provided for the return of their comments in order that there is clear and transparent information on the examining and moderation of each module at XJTLU.

External moderators undertaking the task on behalf of UoL should indicate comparability with their institution/UK HE standards for questions asking for comparability with modules at UoL.

XJTLU Registry publish an annual Assessment and Moderation Schedule, indicating the dates when moderation activities will be required to take place throughout the academic year. A copy of this should be shared with the UoL Chief Institutional Moderator, Chief External Examiner and AQSD, who will further distribute it to UoL Lead Moderators. The timetable for the module marking moderation process (MMR) normally follows the timescales of the Assessment Schedule and will normally take place after the final exam week each semester.

Lead Moderators

In order to facilitate the smooth operation of the moderation process in relation to XJTLU, UoL subject areas should identify a member of staff to act as a Lead Moderator. Their role will be to coordinate the moderation of XJTLU assessment activities on behalf of the relevant subject area at UoL, ensuring that modules are allocated to appropriate staff for moderation and that the pro-forma reports for all modules are submitted to XJTLU within the specified timescale. They will also check the MMRs prior to the Module Boards and alert the Chief Institutional Moderator if they have any concerns. The Lead Moderator will raise any concerns or issues that arise during the year with the Chief Institutional Moderator, and will also be responsible for providing a brief written report of any key issues relating to the overall moderation process to the Chief Institutional Moderator in time for discussion at the end of year exam boards in July.

Allocation of moderation activities to UoL staff

Allocation of UoL moderators will take place each summer period to ensure there are appropriate moderators allocated for each module at XJTLU. This will be managed by the Chief Institutional Moderator and AQSD with the Lead Moderators and updates will be recorded on e-Bridge by AQSD.

Staff identified to act as UoL moderators for XJTLU assessment should have suitable experience of internal and external examining. Though it may be desirable to allocate moderation responsibilities to staff that coordinate similar modules at UoL this will not always be possible, either due to staff availability or the fact there is no equivalent module delivered by UoL. Moderators should predominantly be concerned with the appropriateness and comparability of academic standards, which may be judged in reference to the module documentation provided by XJTLU and without necessarily having in-depth knowledge of the particular module topic.

Timeline

When?	What?
January	<ul style="list-style-type: none"> UoL moderation review panel reviews programmes eligible to move into base moderation and informs XJTLU & UoL subject area of actions in February. The panel reports into the Collaborative Provision Committee (CPC). The panel also



	<p>reviews programmes in light touch and base moderation to determine if required quality and standards are met or if an increase in moderation is required. The panel informs XJTLU & UoL subject area of actions in February and reports into the CPC.</p>
May/June	<ul style="list-style-type: none">• XJTLU roll over records of all modules on eBridge which are due to run in the coming academic year, detailing whether they should be in light touch, base moderation or full moderation, highlighting any new modules and including all UoL moderator allocations from the previous year. The list of all modules, including provisional new modules, and their moderation level is sent to UoL by the first week in June.
June	<ul style="list-style-type: none">• UoL confirms decision about which modules will need full moderation and which can move to/stay in light touch/base moderation based on any flags from exam boards, reports from UoL moderators or the UoL moderation panel.• AQSD informs XJTLU Registry and UoL Lead Moderators
Late July	<ul style="list-style-type: none">• UoL Lead Moderators assign UoL moderators to modules requiring moderation.
July/August	<ul style="list-style-type: none">• AQSD in liaison with Chief Institutional Moderator and Lead Moderators coordinates and confirms allocation of moderators for all modules for next academic year and completes updates on eBridge.• AQSD appoints any new external moderators as necessary.• AQSD informs XJTLU Registry of newly appointed external moderators
July/August	<ul style="list-style-type: none">• XJTLU provides assessment schedule for next academic year to enable detailed planning of moderation activity within UoL departments
August/September	<ul style="list-style-type: none">• Detailed timetable for moderation activity circulated to all relevant parties, including XJTLU Registry, AQSD, Chief Institutional Moderator and Lead Moderators)