Guide to support External Examiners with moderation

Feedback from External Examiners and our Schools of Study has indicated that it may be helpful to provide you with further guidance when you are asked to review the sample of assessments as part of the external moderation process. Please note that there are no changes to our moderation requirements for this year. As you know external moderation is a key part of the quality assurance process supporting us to maintain our academic standards.

Here is a reminder of moderation at Sussex:

Moderation

Moderation is a separate process that is undertaken following the completion of the marking and marks checking process. An internal moderator reviews marks and feedback provided in a sample of assessments and statistical data, where this is available. Moderation determines if these assessment outcomes are appropriate, consistent and fair, with reference to the approved marking criteria and assessment task. No marks or feedback may be changed as part of the moderation process.

As External Examiner, you will have access to the same sample of assessments and statistical data that was reviewed by the internal moderator, and their decision and any comments made. Like the internal moderator, you are asked to determine if the marking and feedback are appropriate based on the assessment outcomes in the sample and any statistical data provided, not on the marks checking process that has led to the assessment outcomes.

Moderation sample

The sample for moderation will include 10% of assessments (minimum of 7 maximum of 25), all fails, assessments from all classification bands (depending on the sample size and marks achieved). The sample excludes late submissions.

Moderation resources

You should normally receive the following at the start of the year:

- Course specifications setting out course structure and modules
- Course aims and learning outcomes
- A list of modules to be externally moderated
- Module aims and learning outcomes
- Module assessment modes
- Marking criteria
- Reading lists
- Copy of most recent Annual Course Review report
- Copy of previous External Examiner's report
- Copy of Progression and Award Board's annual report

You should normally receive the following at the point of moderation:

- Assessment task
- Access to the full marks register for the cohort
- Module marks statistics, where available

- A moderation form containing the internal moderator's comments about the sample of assessments reviewed as part of internal moderation

The resources listed below are available through the online system or may be provided by the School:

Resource	Provided via	How to access online
statement on marks checking process used (e.g. double marking, benchmarking)	School by email	n/a
statement on how disagreed marks are agreed	School by email	n/a
marks register showing all marks allocated	- Online system for e-submissions - School by email on request for submissions handed in	- see staff web resources* - n/a
mean mark for the assessment and for the module (if module assessment is complete)	- Online system for e-submissions - School by email on request for physical submissions	- see staff web resources* - n/a
assessments not included in the designated moderation sample, e.g. to view assessments with the highest or lowest mark	- Online system for e-submissions - School by email on request for submissions handed in	- see staff web resources* - n/a

* Technology Enhanced Learning at Sussex provides staff resources, including videos, for moderators on Moderation with Turnitin and Moderation with Canvas online. These videos refer to some of the features listed above.

http://www.sussex.ac.uk/tel/submission/staff

Just a reminder that in accordance with the moderation process we won't be able to:

- **change individual marks or feedback** (if there is an issue with one mark or with inconsistent feedback this may be the case for a number of assessments in the cohort, so you should let the School know that you are going to reject the sample and ask for a partial/full remark or review of feedback; after this you will be able to review a new sample)
- **give you individual student arrays or historical data for the module** (moderation is a review of cohort assessment outcomes compared to the marking criteria and assessment task; the MAB reviews statistics for the assessment/s and compares to historical performance on the module and cohort performance on other modules; the PAB considers progression or award)
- **ask you to adjudicate between markers** (the marking team must agree marks themselves before you review the moderation sample)
- **provide details on the marks checking process** (the online system supports the moderation process after agreed marks have been recorded. Schools use different marks checking processes e.g. double marking or benchmarking and the outcome of these are not recorded separately to the agreed mark in the online system. However, the School may be able to

provide you with details of the marks checking process. In carrying out moderation, the University asks you to review the sample of assessment outcomes against the marking criteria and assessment task, without the need to review how the assessment outcomes were arrived at.

Other resources and points to note

A link will be sent from the online e-submission system to your Sussex email address when the moderation sample is available. It is now possible to forward your Sussex email account to your home institution email account – please follow the instructions in this guide to email forwarding. Alternatively, if you use Outlook, you can set up an additional email account for your Sussex email, by using the 'add account' function. This guide to adding an account will take you step by step through the process. If you have any technical issues you can contact ITS: support@its.sussex.ac.uk.

Information to support the External Examiner process is available at:

http://www.sussex.ac.uk/adqe/standards/externalexaminers

These web pages include FAQs, the Summary and Analysis of UG and PG External Examiner Reports including responses agreed by University Education Committee to common institutional issues raised, and the External Examiner Report form that should be completed within 6 weeks of the PAB. Specific duties of the External Examiner are set out in the Handbook on the policy and procedures for the external examining of taught courses on the above web page.

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