HEP ASSESSMENT AND MODERATION PROCEDURE

SECTION D - PROCEDURE

Related Policy

HEP Assessment and Moderation Policy

D.1   Procedure

Responsible	Procedure Steps			W/I
	1	**Diploma**		
Module Coordinator		**1.1**	Every trimester prepare and send the examination documentation to the approved external moderator for approval.	
		1.2	Make any adjustments to the examination documentation as required and upload to the Teacher's Lounge	
Academic Directorate		**1.3**	Print examination papers and store securely.	
	2	**Quality assurance – internal moderation**		
Module Coordinator		**2.1**	Where there are multiple lecturers for a module, create and distribute an objective marking scheme.	
Lecturer/ Module Coordinator		**2.2**	Mark papers as per the marking scheme.	
Module Coordinator		**2.3**	Record examination results in the gradebook and ensure the processes have been followed as per the checklist by the specified deadline and lock the gradebook.	
Academic Directorate		**2.4**	Check all the gradebooks have been locked.	
		2.5	Collect and store the examination documentation securely.	
	3	**Quality assurance – external moderation**		
Academic Directorate		**3.1**	At least annually, forward a sample at each grade level (where available) of all final assessments to the relevant external moderator for moderation.	
		3.2	Where issues are identified address accordingly with the Module Coordinator.	
Academic Director		**3.3**	At least once a year, benchmark pass rates against each equivalent partner university course.	
College Director		**3.4**	Annually, analyse student graduates' performance at the partner university for the previous three trimesters.	
	4	**Module Information Booklet (MIB)**		

Responsible		Procedure Steps			W/I
Academic Directorate		**4.1**	Prompt Module Coordinators to review their MIBs for the next trimester.		
Module Coordinator		**4.2**	Make changes and upload to Teacher's Lounge. Approval must be provided for major changes from the relevant university coordinator.		
Academic Directorate		**4.3**	Review proposed changes and forward, with approvals, to the Quality Unit.		
Quality Unit		**4.4**	Update any **MIBs** as requested and save updated versions in the MIB folder.		✓
			4.4.1	Ensure changes that affect the **Curriculum Statements (CS)** are submitted to the Academic Board for approval.	✓
			4.4.2	Once approval is provided from the Academic Board, publish updated CS and MIBs. If further information is requested by Academic Board, liaise with the Academic Directorate as required.	✓
Program Coordinator		**4.5**	Upload MIBs to Teacher's Lounge.		
Module Coordinator		**4.6**	Check the **MIB** and publish on the module web page in the student portal by the start of the trimester. If any errors are identified send the request to the Academic Director.		
Program Coordinator			**4.6.1**	Monitor published **MIB**s and check all uploaded by Week 3.	
	5	**Within trimester assessment**			
Module Coordinator		**5.1**	Mark assessment tasks according to the rubric, marking guide and the modules learning outcomes.		
		5.2	Mark all assessment tasks, enter the results in the gradebook and return to students with feedback within **two weeks** of the submission date.		
	6	**Notification of primary examination information**			
Academic Directorate		**6.1**	Create the examination timetable and send to Academic Support.		
		6.2	Upload to the Portal and send the primary examination timetable and the **Examination Conditions and Instructions** to the students.		
	7	**Variation of assessment tasks**			
		7.1	**Extension of time for assessment tasks**		

Responsible				Procedure Steps	W/I
Student			7.1.1	Contact the module coordinator before the assessment task due date together with supporting evidence where appropriate	
Module Coordinator			7.1.2	Respond to the student typically within two working days and request them to complete the **Assessment Task Extension Application Form**.	
			7.1.3	Notify the student of the result of their application in writing.	
Student			7.1.4	If you are not happy with the outcome of the request, make an appointment with the Academic Director.	
Academic Director			7.1.5	Meet with the student to discuss the request and respond within **two working days** of receiving the request.	
		7.2		**Within trimester assessment variation**	
Student			7.2.1	Contact the module coordinator to discuss your requirements and options.	
Module Coordinator			7.2.2	Negotiate assessment variation with the student.	
			7.2.3	Send any documentation to Student Services and the Academic Directorate.	
Student			7.2.4	Contact the Academic Director if you are not satisfied with the variation offered.	
Student Services			7.2.5	If any documentation has been provided by the student, maintain details in the Student Management System and the student's e-folder.	
		7.3		**Examination variation**	
Student			7.3.1	Complete the **Application of Variation to Exam Conditions** form and attach supporting documentation. Contact the Academic Director to discuss your requirements and options.	
Academic Director			7.3.2	Negotiate assessment variation with the student and relevant Module Coordinator.	
			7.3.3	Send any documentation to Student Services.	
Student Services			7.3.4	If any documentation has been provided by the student, maintain details in the Student Management System and the student's e-folder.	
	8			**Re-submission of assessment task**	
Student		8.1		Contact the Module Coordinator directly to apply for a re-submission of an assessment if permitted, as per the **Module Information Booklet.**	
	9			**Deferred exams**	

Responsible			Procedure Steps	W/I
Student		**9.1**	Complete an application for deferred assessment on the **Assessment Task Deferral/Extension or Examination Deferral Application** form. Submit form with any supporting evidence and the appropriate fee to Student Services no later than **two working days** after the last day of the primary examination period.	
Academic Director		**9.2**	Assess application and inform the student of the outcome.	
	10		**Finalisation of student results**	
Academic Directorate		**10.1**	Meet as a Directorate to process results.	
		10.2	Approve eligibility for supplementary examinations.	
		10.3	Contact students to advise eligibility for supplementary examinations.	
Academic Director		**10.4**	Present academic results to the **HEP Board of Examiners (BoE).**	
HEP BoE		**10.5**	Approve all student results prior to release after review and consideration.	
Academic Directorate		**10.6**	Release results on the student portal.	
		10.7	Publish a timetable for the deferred and supplementary examinations.	
Module Coordinator		**10.8**	Collect deferred and supplementary examinations for marking.	
		10.9	Mark and return the deferred and supplementary examinations to the Academic Directorate.	
Academic Directorate		**10.10**	Make appropriate adjustments to students' results upon receipt of the deferred and supplementary examination results.	
	11		**Appeals**	
Student		**11.1**	If not satisfied with a decision you may lodge an appeal in accordance with the **Student Grievances and Appeals Policy** and **Grievances and Appeals Procedure**.	

D.2   Supporting Documentation

Related material	Location
Student Grievances and Appeals Policy	Eynesbury Policy and Procedures webpage
Student Grievances and Appeals Procedure	Eynesbury Policy and Procedures webpage
Examination Conditions and Instructions	HEP Academic Directorate
HEP Board of Examiners Terms of Reference	Quality Unit, Document Management

Form templates	Location
Assessment Task Deferral/Extension or Examination Deferral Application Form	Eynesbury Publications and Forms webpage
Application for Variation to Exam Conditions form	Eynesbury Publications and Forms webpage
Module Information Booklets	Quality Unit; HEP Academic Directorate
Curriculum Statements	Quality Unit; HEP Academic Directorate

Records (including completed forms)	Location
Master copy of examination question papers	HEP Academic Directorate
Completed examination scripts	Secure storage, Coglin St campus
External moderation documentation	Secure storage, Coglin St campus
Benchmarking of pass rates against each equivalent partner university course	HEP Academic Directorate; Reports to the Academic Board (Quality Unit directory)
Trimester analysis of student graduates' performance	Reports to the Board of Examiners (Quality Unit directory, HEP Academic Directorate)
Assessment Task Deferral/Extension or Examination Deferral Application Form	Student e-folder
Application for Variation to Exam Conditions form	Student e-folder

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: https://bit.ly/2OQrJEU

D.3   Version Control

Version Number	3.1
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