

Internal Assessment Moderation Policy and Procedure

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Responsible Officer	Dean
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Related Documents	Management of Personal Information Policy Management of Personal Information Procedure Records Management Policy Records Management Procedure Student Assessment Policy Student Assessment Procedure Diversity and Equity Policy Quality Assurance Framework Governance Charter External Moderation and Benchmarking Policy and Procedure
HESF (Threshold Standards) 2021	1.4.1; 1.4.3; 5.3.7
Policy Visibility	Internal

1. Purpose

This Policy and Procedure seek to provide a framework for the moderation of units and to facilitate the commitment of the Institute to the continuous improvement and quality assurance of courses and units offered.

2. Principles

Key principles informing this Policy and Procedure are:

- Course and unit materials provided to students contain clearly stated learning outcomes and current learning resources.
- Marks/grades are appropriate, in terms of the standards of performance achieved against the assessment criteria.
- Procedures for assessment are explicit, valid and reliable and these procedures are made available to students from Week 1 of the study period.

- All assessment tasks are graded against a marking scheme (rubric) that is consistent with the assessment criteria.
- Moderation of assessment items should occur promptly following completion of marking all submissions and should not significantly delay the provision of results or feedback to students.

3. Context

This Policy and Procedure has been developed in order to ensure there is a systematic and comprehensive framework for the moderation of assessments.

4. Scope

This Policy and Procedure apply to all academic staff including full-time, part-time and sessional staff.

5. Definitions

See the AIH Glossary of Terms for definitions.

6. Policy and Procedure Details

6.1 Types of Moderation

Moderation is the process of ensuring that an assessment is valid, reliable and fair, and refers to the processes of moderating grades and moderating individual assessment items.

Moderation comprises three (3) forms:

1. Moderation of individual assessment marks: samples of marked assessments at each grade will be moderated by academic peers internally to establish reliability of marking.
2. Moderation of unit marks (final grades): this is conducted by the Grade Release Committee at the end of each study period.
3. External Moderation of units and marks, e.g. multiple marking based on sample of each grade of assessment submitted. For further information, refer to the External Moderation and Benchmarking Policy and associated Procedure.

6.2 Moderation Responsibilities

6.2.1 Academic Staff

Academic staff are responsible for:

- Participating in moderation activities, providing qualitative and quantitative data to support assessment decisions as required.
- Familiarising themselves and complying with the moderation process and the Student Assessment Policy and associated Procedure.

6.2.2 Unit Coordinators

Unit Coordinators are responsible for:

- Leading and managing moderation activities.
- Cultivate appreciation amongst staff and students of moderation as a way of enhancing assessment practice and outcomes.
- Resolve any disputed moderation or escalate to the Program Director or Dean if the dispute cannot be resolved.
- Prepare moderation reports and present to the Program Directors meeting and Dean's review meeting.
- Report to the required Governing Committees on the moderation process, findings and any actions taken.

6.2.3 Program Directors and Dean

The Program Directors and Dean are responsible for:

- Monitoring moderation activities.
- Ensuring that moderation activities are adequately resourced.
- Take final responsibility for the adjustment, allocation, and reporting of grades.
- Report findings to the Grade Release Committee.

6.2.4 Governing Committees

The Governing Committees responsibilities can be found in the Governance Charter.

6.3 Internal Assessment Moderation Process

No marks or grades are to be released to students until the internal assessment moderation process is complete.

It is the responsibility of all markers, including the Unit Coordinators, to ensure that assessment items or their feedback are returned to students contain only one substantiated moderated mark, and that any adjustments to marks that have occurred as a result of the moderation process have been made prior to the return of work to students.

6.3.1 Moderation of individual assessment marks

- Marks are entered by the marker into Moodle.
- The moderator selects and obtains sample assessments for moderation.
- If there is a normal distribution of grades then the moderator selects one sample from each grade for moderation. If the grade distribution shows bias then discuss this with the marker and agree on a sample selection.
- Please note: assessments that do not require interpretative marking (such as multiple choice quizzes) do not need marking moderation. Responses to these types of assessment questions are either correct or incorrect. Also, the presentation element of some assessments might not be

subject to marking moderation due to their ephemeral nature. If in doubt, discuss what needs moderation with your relevant Unit Coordinator.

- Assessment marking is reviewed by the moderator.
- If the marking is found to be reliable (+/-10%): no changes are required.
- If the marking is found to be unreliable:
 - a. Consensus is required on the moderated mark between the marker and the moderator.
 - b. If consensus cannot be achieved, refer to the Unit Coordinator for arbitration.
 - c. If the Unit Coordinator is unable to arbitrate, escalate to the Program Director or Dean for a final decision.
- Final marks are to be entered into Moodle reviewed with PD and Unit Coordinator.

6.3.2 Moderation of unit marks (final grades)

- At the end of the Study Period, the unit results template is to be sent to the Unit Coordinator.
- Unit Coordinator is to prepare a report on marks/grades for the Program Directors.
- A summary report is prepared and presented at the Dean review meeting.
- If required, the Program Director is to present a moderation report to the Dean review meeting. Such moderation report will cover the distribution of marks, highlighting any adjustments to marks, making recommendations for change to assessment tasks and/or relevant feedback on markers.
- The Dean will report all grades at the Grade Release Committee.
- The Grade Release Committee will ratify the final results.
- For further information on the Grade Release Committee's responsibilities, refer to the Academic Quality and Governance Framework.
- Final results can be released after the Grade Release Committee approval.
- A summary of the Grade Release Committee approvals will be presented to the Teaching and Learning Committee, the Academic Board and the Board of Directors.

7. Legislation

This Policy and Procedure comply with Higher Education Standards Framework Standard 5.3 (Monitoring, Review and Improvement), which specifies (in summary) that:

- The results of regular interim monitoring, comprehensive reviews, external referencing and student feedback are used to mitigate future risks to the quality of the education provided and to guide and evaluate

improvements, including the use of data on student progress and success to inform admission criteria and approaches to course design, teaching, supervision, learning and academic support.

This Policy and the associated Procedure also comply with Higher Education Standards Framework Standard 1.4 (Learning Outcomes and Assessment), which specifies (in summary) that:

- The expected learning outcomes for each course of study are specified, consistent with the level and field of education of the qualification awarded and informed by national and international comparators.
- Methods of assessment are consistent with the learning outcomes being assessed, are capable of confirming that all specified learning outcomes are achieved and that grades awarded reflect the level of student attainment.

8. Version Control

This Policy and Procedure has been endorsed by the Australian Institute of Higher Education Academic Board as at October 2025 and is reviewed every 3 years. The Policy and Procedure is published and available on the Australian Institute of Higher Education website <http://www.aih.edu.au/> under 'Policies and Procedures'.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2017-1	Registrar	New Policy and Procedure	7 June 2017	13 June 2017
2020.1	Dean	Minor Updates	2 December 2020	3 December 2020
2022.1	Registrar	Updated Higher Education Standards Framework [Threshold Standard] 2021	25 May 2022	26 May 2022
2022.2	PMs	Minor grammatical updates and minor updates to wording within the policy document	30 November 2022	30 November 2022
2025.1	Dean	Updated Policy Owner from Dean to PEO and Responsible Officer from Associate Dean (Scholarship and Research) to Dean and minor updates and process review	08 October 2025	13 October 2025