

DISCIPLINE MODERATION PROCEDURES

Approved	Academic Board
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Date for Review	
Responsible Officer	Academic Director
Author / Role	P Bolt (Academic Director), N Holm (Director of Coursework)
Related Documents (explicitly cross-referenced)	
Higher Education Standards (2015)	
National Code (2018) (if directly relevant)	

1. MODERATION PROCEDURES

Notice of moderation

The Academic Board will approve the schedule of discipline moderations to take place within the next four-year cycle, with one discipline moderated each year. With the recommendation of the Academic Director, the Academic Board will approve the Moderation Panel and the Library Moderator for the moderation each year.

At the beginning of each year, the Academic Director will advise the Discipline Coordinator and the Teaching Bodies (through the Academic Deans) of the discipline scheduled for moderation that year. The moderation period will consist of Semester 2 of the year preceding, and Semester 1 of, the year of moderation. At a later date, the Academic Director will inform the Discipline Coordinator and the Teaching Bodies, giving not less than three months' notice, of the date of moderation. The meeting with the Moderation Panel will normally be conducted in September.

Moderation Panel documents

For each Discipline Moderation, the Academic Director will assemble some preliminary documents and send them to the moderation panel at least three weeks before of the date of moderation.

The preliminary moderation documents will include

- i. Discipline Moderation Policy, Discipline Moderation Procedures, and flowchart
- ii. a link to the SCD website for the full details of course structure
- iii. Course Unit Outlines required for discipline moderation
- iv. Copy of the Assembling Moderation Materials guidelines
- v. Copy of Assessment Procedures

On the day of moderation the Academic Director will provide the panel with

- i. a list of the undergraduate and graduate course units in the discipline that have been taught or are being taught at all Teaching Bodies in the moderation period.
- ii. a list of the graduate-level research projects and their outcomes that have been completed in the discipline by students in all Teaching Bodies in the in the moderation period.
- iii. Samples of student work, with grades and markers' comments shown, from every undergraduate or graduate unit taught in the discipline in all Teaching Bodies in the moderation period. The samples should represent a full spread of grades.
- iv. Samples of examination questions and student answers, with grades and markers' comments shown, from every undergraduate or graduate unit taught in the discipline in all Teaching Bodies in the moderation period. The samples should represent a full spread of grades.

- v. Course Unit Booklets as prepared by lecturers for students in each undergraduate or graduate course unit taught in the discipline in each Teaching Body in the moderation period. The content of these CUBs should, in conformity to the CUB Policy, encompass (but not necessarily be limited to)
 - a. assessment details for the unit,
 - b. student bibliographies,
 - c. any other course requirements,
 - d. any supplementary details and directives given to students.
- vi. A summary for each Teaching Body of total unit offerings in the discipline, including units not offered in the moderation period.
- vii. A list (with qualifications and brief cvs) of staff accredited by the College to teach in the discipline.

The Moderators' task

The moderators will read the preliminary material sent in advance of the moderation meeting. They will consider the matters mentioned in 'Discipline Moderation Areas, Indicators and Assessments' that include:

- i. *Curriculum*
 - a. Does (whichever) Teaching Body offer adequate coverage of the discipline (especially a discipline in which a Teaching Body offers a major or a graduate qualification)?
 - b. Do the units offered allow for sequential development of skills and knowledge?
 - c. Do offerings display a bias which might undermine the attainment of desirable outcomes?
- ii. *Units*
 - a. Are the Course Unit Booklets that are given to students appropriate in each case to their level and to the kind of award of which they form part?
 - b. Are assessment tasks of an appropriate standard, and degree of difficulty?
 - c. Does the assessment regime test whether the unit's objectives have been met?
 - d. Are bibliographies appropriate and up-to-date?
 - e. Are there significant variations in the standard of units, within or between Teaching Bodies?
- iii. *Student work*
 - a. Is student work being graded fairly, appropriately to levels, and consistently as between Teaching Bodies?
 - b. Are students achieving the Learning Outcomes the College would wish in the discipline as a whole?
- iv. *Staffing*
 - a. How well staffed is the College, and how well staffed are Teaching Bodies, in the discipline?
 - b. Do staff meet the N+1 criterion?
- vi. *Research*

Are students in AQF 8&9 level research units in the discipline being taught by appropriately qualified staff?

7. THE MODERATION MEETING

On the date set for moderation, the following shall be present:

- i. The Moderators
- ii. The Academic Director
- iii. The Discipline Coordinator (for an arranged time)

The Academic Director will facilitate the moderation. At the meeting, points of interest or concern arising from the moderation document and its annexes shall be discussed by the Moderators. At the appointed time, the Moderators shall indicate to the Discipline Coordinator what matters they may be minded to mention in

'Discipline Moderation Areas, Indicators and Assessments', and elsewhere in their report, and the Discipline Coordinator may comment as he or she thinks right.

8. REPORTING

- i. At the end of the moderation meeting, the Moderators will write their report, facilitated by the Academic Director. The report
 - a. will be based on 'Discipline Moderation Areas, Indicators and Assessments'
 - b. will include specific comments on each of the subdisciplines that comprise the discipline
 - c. may include with further commentary and recommendations as necessary
 - d. may include comment on any and all aspects of the moderation, especially areas of concern within particular Teaching Bodies.
- ii. The Academic Director will bring the report to the next Discipline Coordinators Committee meeting following the moderation, along with a response from the relevant Discipline Coordinator. After discussing the report and the Discipline Coordinator's response, the Discipline Coordinators Committee will make the report available to the Teaching Bodies for comment before it is presented to Academic Board. Such comment should be given within one month, in the form of a letter. The Moderators' Report, together with the Report of the Discipline Coordinators Committee, will be forwarded to Academic Board for consideration.
- iii. At its discretion, the Academic Board may request the Discipline Coordinator to report within six months on how s/he is addressing the concerns raised in the Moderators' Report.

THE LIBRARY MODERATION

Upon request of the Academic Director, each Librarian within the SCD will supply a report in relation to the discipline being moderated each year, including a description of the library facilities and holdings that are available at each Teaching Body which offers teaching in the discipline.

Through the Academic Director, the Library Moderator will provide a report to the Discipline Coordinators Committee in relation to the adequacy of the library facilities and holdings in each Teaching Body in which the discipline is offered.