



## Assessment Moderation and Monitoring Procedure

Approved by	Academic Board
Approval date	2024/02/08
Previous approval date(s)	1/02/2017, 3/01/2013
Date for Review	2029
Responsible Officer(s) and Committee(s)	Director of Academic Strategy Coursework Committee
Related documents	Assessment Policy Students at Risk Policy Students Grievance Policy and Procedures Forms: Monitor's Report, Report on Monitoring Assessment Results, Assessment: Distribution of Gradings, Exceptional Grade Explanation
Higher Education Standards (2021)	1.4, 3.1.1(e), 3.1.3, 5.3.4(b)
National Code (2018)	

### 1. Purpose

This document outlines the process undertaken by Sydney College of Divinity (SCD) and its Member Institutions to ensure that all student results are moderated with the results recorded and reported to the appropriate committees. In line with the requirements of the HESF (2021) and as part of its own institutional quality assurance processes, SCD ensures that all accredited courses and units of study are regularly monitored and reviewed including internal/external benchmarking for consistency, fairness and validity in discipline, methods of assessment, learning outcomes and grading procedures. By extension, this document outlines the process by which SCD ensures reliability and consistency in its practices of grading student results (e.g. consistent marking/assessing) across the University College, including where required grade moderation or second examination, and ongoing monitoring and reporting.

## 2. Scope

This document applies to all the Member Institutions of SCD, the Coursework Committee and Academic Board who are together responsible for the producing of student results (including where required their moderation). Within the Office of the Dean this process is managed under the oversight of the Director of Academic Strategy who is directly responsible for the monitoring and reporting of the grade moderation process.

## 3. Definitions

The Policy Document Glossary applies to this policy.

The following definitions also apply to this policy:

<b>Term</b>	<b>Definition</b>
<i>Assessment Monitoring</i>	The reporting requirement undertaken at the end of each teaching period whereby a MI presents materials related to the assessment of student results to the SCD Coursework Committee including all student grades and information of its grade moderation process and other specified material as outlined in the Monitor's Report.
<i>Grade Moderation</i>	Is the practice by which there is an adjustment made to the grades/marks of a group of students undertaking the same unit of study to ensure that the grades/marks are consistent, fair and reliable across the student cohort. This practice is undertaken prior to final results release meaning that any marks made available to the students are provisional until grade moderation for the unit of study has taken place.
<i>Monitor</i>	An appropriately qualified and experienced person appointed by the Coursework Committee to conduct the role of Monitor of the assessments of a Member Institution at the end of a teaching period.
<i>Monitor's Report</i>	The report written by the appointed Monitor.
<i>Monitoring Convenor</i>	The Monitoring Convenor role is performed by the Director of Academic Strategy who has end-to-end oversight and responsibility for the monitoring and reporting of the grade moderation process. The Monitoring Convenor also produces the Monitoring Convenor's Report.

<i>Monitoring Convenor's Report</i>	The report written by the Director of Academic Strategy in his capacity as Monitoring Convenor which summarises all of the Monitoring Reports submitted to the Coursework Committee for any given teaching period.
<i>Assessment Materials</i>	Describes the items that must be supplied by the Member Institution to the assigned Monitor for the purposes of the Monitor's external review and generation of the Monitor's Report.
<i>Second Examination</i>	The process of a blind second marking that takes place for each assessment within a unit of study that has received a 'fail' mark/grade, or for other units as directed by the Coursework Committee. A student will not receive a 'fail' grade unless two assessors agree that his/her work has not reached pass level.
<i>Amended Results</i>	Amended results are those that have been resubmitted by the Member Institution in response to advice from Academic Board or Coursework Committee or at the initiative of the Member Institution.
<i>Late Results</i>	Late results are those that were not available for review by the Monitor in the regular teaching period and will be presented for review in the next teaching period.
<i>Out-of-cycle Results</i>	The process that occurs to ensure that any other results not already dealt with in the normal SCD administrative cycle and requiring urgency can be monitored in a timely fashion. These results will be monitored by the Director of Academic Strategy and approved by the Academic Board Standing Committee to enable their release to students.
<i>Academic Risk Register</i>	The Register maintained by SCD which records students across the University College and its Member Institutions that have been deemed to be at 'academic risk'. This Academic Risk Register is regularly reviewed by the SCD Registrar and the Director of Academic Strategy in conjunction with the relevant SCD Governance Committees and those Member Institutions in which the students are enrolled to ensure measures for student support and wellbeing leading towards successful progression are being implemented and maintained.

## 4. Procedures: Moderation and Monitoring

- 4.1. The regular monitoring of the assessment of student results procedures is a responsibility delegated to the Coursework Committee as outlined within its Terms of Reference.
- 4.2. At the end of each teaching period individual Member Institutions review and moderate the grades of subjects taught from their campus. The Coursework Committee then monitors the grade moderation of each Member Institution ensuring the process is applied consistently across all Member Institutions to comply with the quality standards of SCD as a University College.
- 4.3. All student grades are provisional until they are monitored and approved by the University College Academic Board.
- 4.4. SCD uses standards-based assessment, which means any grade distribution is possible. However, the monitoring and analysis of grade distributions can be used diagnostically to reveal where criterion referencing may not have been used consistently and, if this is the case, whether grounds for grade moderation might be warranted. Reviewing grade distributions can also assist with reflection and future planning for effective learning and teaching across the University College.

### At the Member Institution

- 4.5. Responsibilities of the Member Institution prior to SCD monitoring:
  - a. the lecturers record and sign their assessment results as prescribed by the Member Institution.
  - b. the Registrar of the Member Institution checks the results and enters them into Paradigm, and prepares all other reports required for monitoring.
  - c. the Academic Dean of the Member Institution convenes the appropriate committee within their institution at the end of the teaching period to:
    - i. review the overall performance of the students;
    - ii. moderate grades as necessary;
    - iii. review all interim grades;
    - iv. review reports of Academic Integrity breaches;
    - v. review students to be placed upon the Academic Risk Register; and
    - vi. recommend the final grades for all course units to the SCD Coursework Committee.
- 4.6. Where a student has undertaken course units in more than one Member Institution:
  - a. the results shall be monitored in the Member Institution where the course unit was undertaken and submitted with the results of that Member Institution.
  - b. a copy of the results will then be sent to the student's main Member Institution, whose responsibility it is to notify the student of results upon approval of the Academic Board.

- 4.7. The Coursework Committee assigns a Monitor to each Member Institution whose role is to:
  - a. conduct an external review of the Member Institution's grade results;
  - b. review the adequacy of the Member Institution's processes associated with student results assessment and moderation according to the criteria of the Monitor's Report; and
  - c. identify any concerns with the assessment process or student results and record these in the Monitor's Report.
  
- 4.8. Each Member Institution provides its assigned Monitor with all the assessment materials required to complete the Monitor's Report (see Appendix B: Monitor's Report):
  - a. a covering sheet listing all the course units whose results are being offered for approval (including late and amended results, detailed separately)
  - b. a table showing the total distribution of grades for course units by sub disciplines (see Appendix D: Assessment: Distribution of Gradings)
  - c. a compilation of all results sheets in a Paradigm generated Report, for course units conducted within the teaching period being monitored, including student names and SCD student numbers, listed with: scores of each assessment task (no fractional marks); final scores; final grade recommended; lecturer's name and ID number from SCD Faculty Register.
  - d. where necessary the Exceptional Grade Form (see Appendix E)
  - e. minutes of the Member Institution's moderation of results meeting
  - f. Including reporting on any academic misconduct and integrity concerns, as well as matters relating to ensuring satisfactory progress of students.
  
- 4.9. The Monitor reviews the assessment materials, completes the Monitor's Report, and provides the assessment materials and the Monitor's Report to the Director of Academic Strategy.
  
- 4.10. The Director of Academic Strategy prepares the Monitoring Convenor's Report providing summary and comparative tables of results from all Member Institutions (see Appendix B: Report on Monitoring Assessment Results). The Monitoring Convenor's Report includes a summary of the monitoring procedure; providing information particularly requested by the Academic Board (e.g. performance of CALD students; Academic Integrity breaches); and analysis of issues and trends that may serve continuous quality improvement in the University College.

### **At the SCD Coursework Committee**

- 4.11. The SCD Coursework Committee will:
- a. meet at the end of each teaching period; and
  - b. review the Monitoring Convenor's Report on all results lodged by the Member Institutions, which will also include a summary of comments raised on all of the submitted Monitors' Reports;
  - c. consider what action is to be taken in response to issues raised by the several reports before the committee. This may consist of:
    - i. action or alteration by the Member Institution when explanations about results are not considered satisfactory, and may withhold approval until the Member Institution has given satisfactory explanations; OR
    - ii. that assessable work be given to a second examiner, external to the Member Institution, for the purpose of moderation of grades.
  - d. submit those results it considers acceptable to SCD Academic Board for final approval. The report to SCD Academic Board shall consist of the Monitoring Convenor's Report, including a summary of grades for each Member Institution and for the SCD as a whole, the Monitoring Convenor's Report, and the Coursework Committee's own report on any action taken.

### **At the SCD Academic Board**

- 4.12. The SCD Academic Board will:
- a. review the reports submitted by the Coursework Committee;
  - b. approve any action considered necessary arising from the assessment moderation and monitoring process as reported; and
  - c. confirm final grades and approve their release to the students.

### **Failed and Exceptional Grade Results**

- 4.13. In every course unit, a second assessor will read all papers associated with a fail grade. A student will not be failed unless two assessors agree that his/her work has not reached pass level.
- 4.14. The Member Institution will notify SCD of the name of the second assessor, who will be a person recognised as competent in the subject.
- 4.15. A failed student:
- a. will have the right to appeal to the academic committee of their Member Institution; and if not satisfied may present a case for a further hearing to the SCD Academic Board, through the Dean.
  - b. may not re-enrol in a unit that they have already failed twice.

### **Late or Out-of-Cycle Results**

- 4.16. Late results are those that were not available for review by the Monitor in their regular teaching period and will be presented for review in the next teaching period.
- 4.17. At the request of the Member Institution, late results may be submitted separately to the Director of Academic Strategy for monitoring and presentation to the Coursework Committee as part of the Monitoring Convenor's Report in the next SCD teaching period.
- 4.18. Out-of-cycle results: Any other results not already dealt with in the normal SCD administrative cycle and requiring urgency (e.g. results necessary as a pre-requisite for another unit; results necessary for graduation) will be monitored by the Director of Academic Strategy and approved by the Academic Board Standing Committee to enable their release to the students. These results will then be included in the next Monitoring Convenor's Report to the Coursework Committee.

### **Amended Results**

- 4.19. Amended results are results that have been resubmitted by the Member Institution in response to the moderation and monitoring process as per the advice from Academic Board or Coursework Committee or at the initiative of the Member Institution.

## 5. Related Procedures and Forms

<b>Procedure</b>	
<b>Resources</b>	
Appendix A	Flowchart Diagram: Assessment Moderation and Monitoring Procedures
<b>Templates/Forms</b>	
Appendix B	Monitor's Report
Appendix C	Report on Monitoring Assessment Results
Appendix D	Assessment: Distribution of Gradings
Appendix E	Exceptional Grade Form

### **Appendix A: Flowchart Diagram - Assessment Moderation and Monitoring Procedures**

### **Appendix B: Monitor's Report**

### **Appendix C: Report on Monitoring Assessment Results**

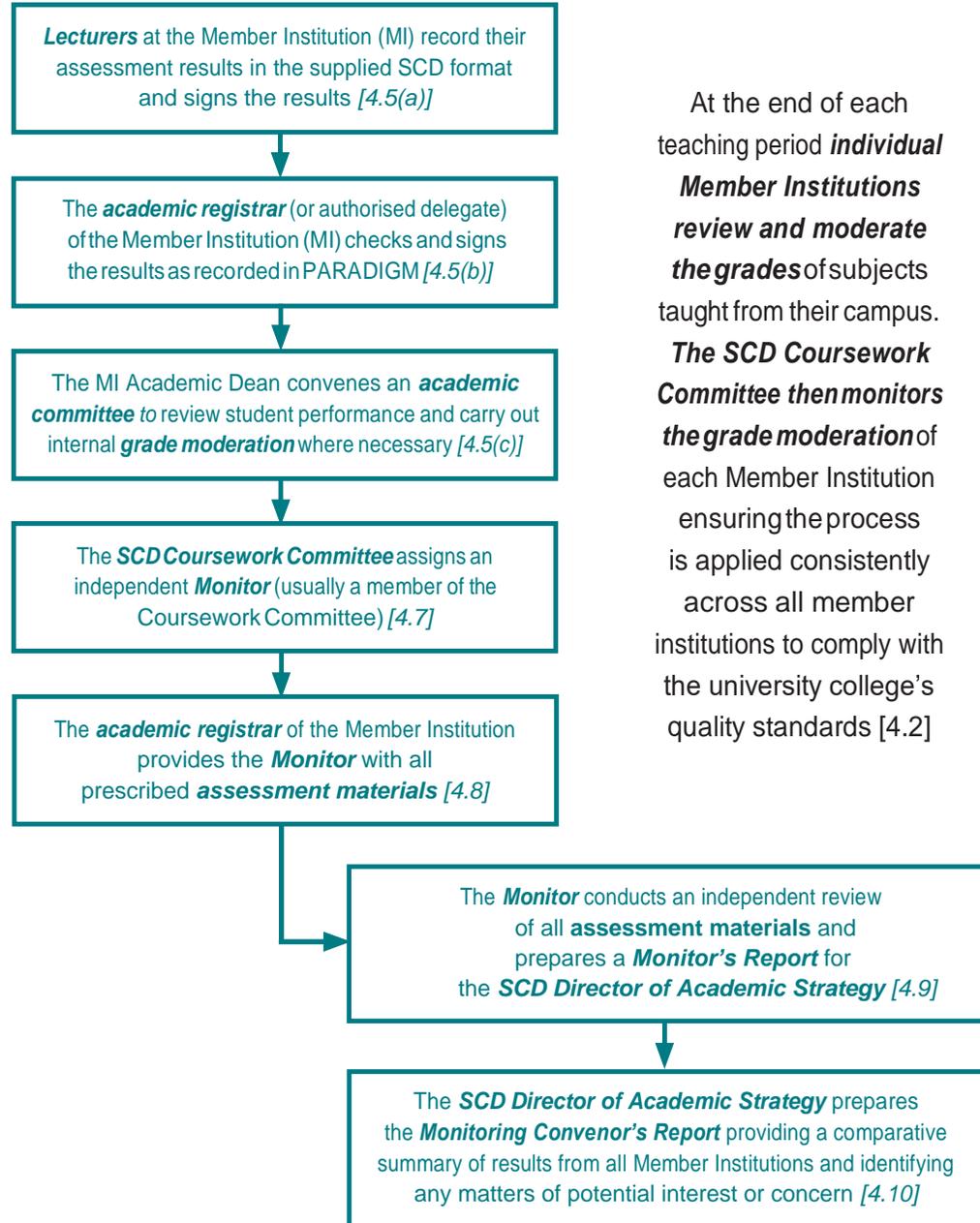
### **Appendix D: Assessment: Distribution of Gradings**

### **Appendix E: Exceptional Grade Form**

## Appendix A: Flowchart Diagram - Assessment Moderation and Monitoring Procedures

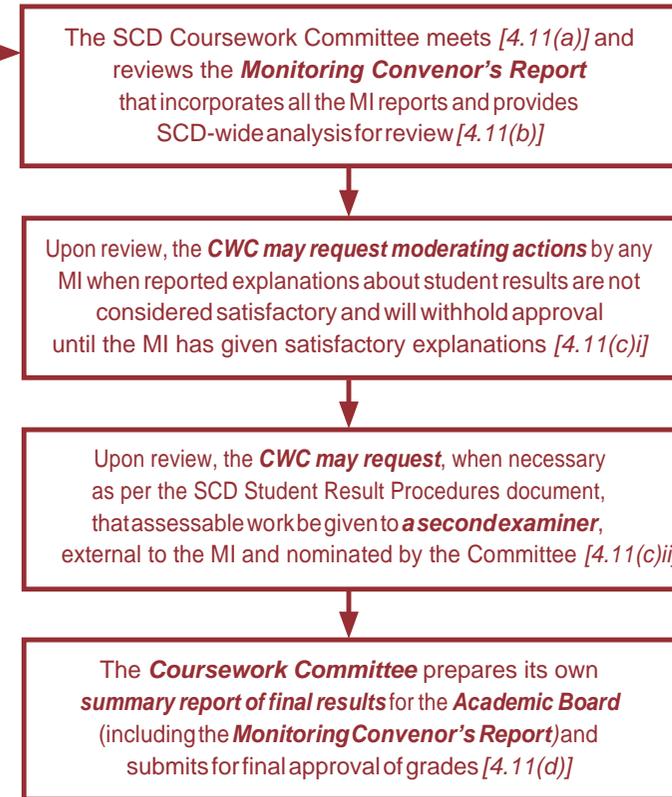
# Assessment Moderation and Monitoring Procedures

### At the Member Institution [4.5–4.10]

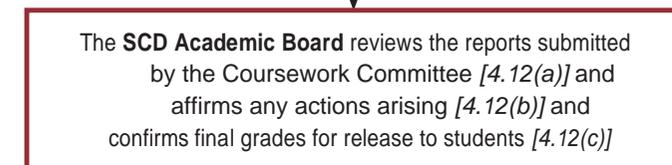


At the end of each teaching period **individual Member Institutions review and moderate the grades** of subjects taught from their campus. **The SCD Coursework Committee then monitors the grade moderation** of each Member Institution ensuring the process is applied consistently across all member institutions to comply with the university college's quality standards [4.2]

### At the SCD Coursework Committee



### At the SCD Academic Board [4.12]



## Appendix B: Monitor’s Report

### MONITOR’S REPORT

Teaching Body for which monitoring was done: \_\_\_\_\_

Year and Tri/Semester for which monitoring was done: \_\_\_\_\_

Name of SCD Coursework Committee Representative:

	Yes	No	n/a
The SCD Office provided a copy of the previous Monitoring Report for the Teaching Body:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The teaching body provided a covering sheet listing all course units offered in that Semester according to Program of Studies,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
including Late and Amended Results separately:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The teaching body provided a table showing the total distribution of grades for course units by discipline and subdiscipline according to Program of Studies:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The teaching body provided a compilation of all Results Sheets for course units conducted within the Semester:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The teaching body provided evidence (e.g. minutes of meeting of teaching body Academic Committee) that these results had been internally moderated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The teaching body provided evidence (e.g. minutes of meeting of teaching body Academic Committee or copy of the Student Progress Alert Report that Students At Risk Policy is being implemented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Results Sheets as a whole			
a. were Paradigm generated;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. contained the signatures of the Teacher/Associate Teacher;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. contained the ID number for the Teacher/Associate Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The teaching body provided an explanation for all interim grades presented on a separate Form that was attached to the Result sheet in question	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cases of Academic Misconduct were reported on the appropriate form:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U grades were accompanied by an explanation from the teaching body with the assumption that the grades will be submitted for monitoring and approval when available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Satisfactory Progress was reported on the appropriate form (SP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Further observations on Results: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Upon completion of the Monitoring Process the Covering Sheet was signed by the Representative(s) of the teaching body and the Coursework Committee Representative.

**Recommendations**

The Results are recommended to Coursework Committee as presented.  
(If not, please make comments below)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(Any further comments)*

\_\_\_\_\_

## Appendix C: Report on Monitoring Assessment Results

### REPORT ON MONITORING ASSESSMENT RESULTS

<b>Year:</b>	<b>Semester:</b>	
<b>Submission Details</b>		
Coursework Committee Submission	Date:	Submitted by <sup>1</sup> :
Academic Board Submission	Date:	Submitted by <sup>2</sup>
Academic Board Approval	Date:	Certified by <sup>3</sup>
<b>Overview of Monitoring Process (all Teaching Bodies)</b>		

Member Institutions:

**Australian College of Ministries**

**BBI The Australian Institute of Theological Education**

**Australian College of Christian Studies – Sydney Korean**

**Theological College NAIITS An Indigenous Learning Community**

**Nazarene Theological College**

**NSW College of Clinical Pastoral**

**Education Nisibis Assyrian**

**Theological College**

**Olivet Theological Seminary**

**Perth Bible College**

**Planetshakers College**

**Saint Andrew's Greek Orthodox Theological**

**College Saint Cyril's Coptic Orthodox**

**Theological College**

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<sup>1</sup> Normally submitted by Director of Academic Strategy.

<sup>2</sup> Normally submitted by Chair of Coursework Committee. The report submitted to Academic Board will include ONLY those results Coursework Committee considers acceptable for final approval.

<sup>3</sup> Normally certified by Director of Academic Strategy as the version approved by Academic Board. The certified copy is filed with all monitoring reports.

[sample of report]

[Teaching Body]							
<b>AQF 5</b>							
<b>H</b>	<b>D</b>	<b>C</b>	<b>P</b>	<b>S</b>	<b>N</b>	<b>W</b>	<b>I, E, U, IP</b>
%	%	%	%	%	%	%	%
<b>N =</b> <b>Comments:</b>  <b>Action Recommended: Approve Results / Request action or alteration by Teaching Body / Withhold approval until Teaching Body has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.</b>							
<b>AQF 6:</b>							
<b>H</b>	<b>D</b>	<b>C</b>	<b>P</b>	<b>S</b>	<b>N</b>	<b>W</b>	<b>I, E, U, IP</b>
%	%	%	%	%	%	%	%
<b>N =</b> <b>Comments:</b>  <b>Action Recommended: Approve Results / Request action or alteration by Teaching Body / Withhold approval until Teaching Body has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.</b>							
<b>AQF 7</b>							
<b>H</b>	<b>D</b>	<b>C</b>	<b>P</b>	<b>S</b>	<b>N</b>	<b>W</b>	<b>I, E, U, IP</b>
%	%	%	%	%	%	%	%
<b>N =</b> <b>Comments:</b>  <b>Action Recommended: Approve Results / Request action or alteration by Teaching Body / Withhold approval until Teaching Body has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.</b>							
<b>AQF 8–9</b>							
<b>H</b>	<b>D</b>	<b>C</b>	<b>P</b>	<b>S</b>	<b>N</b>	<b>W</b>	<b>I, E, U, IP</b>
%	%	%	%	%	%	%	%
<b>N =</b> <b>Comments:</b>  <b>Action Recommended: Approve Results / Request action or alteration by Teaching Body / Withhold approval until Teaching Body has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.</b>							

# Appendix D: Assessment: Distribution of Gradings

## ASSESSMENT: DISTRIBUTION OF GRADINGS

AQF [LEVEL] \_\_\_\_\_

Grade	BIBLICAL STUDIES	HUMANITIES					CHRISTIAN PRACTICE					THEOLOGY			GRAND TOTAL
		AL (Hum)	SP (Spiri)	HS (Hist)	WH (Phil)	TOTAL	CN (Coun)	LS (Lit St)	MS (Mis s)	PT (Pas T)	TOTAL	ET (Eths)	TH (Theol)	TOTAL	
H															
D															
C															
P															
N															
I															
E															
W															
U															

# Appendix E: Exceptional Grade Form

SYDNEY COLLEGE OF DIVINITY

## Exceptional Grade Explanation Pro Forma

### Teaching Body

\_\_\_\_\_

(a) Course Code and Unit: \_\_\_\_\_

(b) Lecturer: \_\_\_\_\_

Semester/Year: \_\_\_\_\_

### EXPLANATION OF GRADES

This form should accompany the Results Sheets submitted to the SCD Coursework Committee and be used for **N, E, I, and U grades**.  
(In the event of an N grade, a second assessor is required)

Student ID	Student Name	Grade Given	Reason [U grades to be explained by Academic Dean]	Date for Student to Submit Work for I, E, SP grades.	2nd Checker (Fail Grade)

Signature of Lecturer: \_\_\_\_\_ Date: / /

Signature of Checker: \_\_\_\_\_ Date: / /