The University’s Policy on the Moderation of Assessment, and the accompanying Procedures, set out the institutional approaches for both the internal and external moderation of assessment, which covers the following two stages:

1) The process of reviewing assessments during drafting and setting stage, ie before these are issued to students;
2) The process of reviewing assessments following completion by students.

At its meeting on 29 June 2022, the University Committee for Quality and Standards (UCQS) approved a change to requirements regarding review, by External Examiners, of assessments during the drafting and setting stage.

Review of Assessment Tasks by External Examiners: Revised Regulations and Policy from 2022/23

The University’s Policy on the Moderation of Assessment states the following with regard to the scope of the policy:

1. All qualifying assessments which contribute to the degree awards associated with a programme:
   - All forms and variants of summative assessment, ie those which contribute to the overall mark/grade and award of credit, irrespective of mode or location of delivery of a programme.
   - All stages of the assessment process, from design of, and criteria for, assignments to the final marking and confirmation of results.

2. Stage Three assessments of programmes from which substantial numbers of students exit with an Ordinary degree.

   Schools may opt to apply moderation processes to assessments associated with non-qualifying courses.

From 2022/23, the responsibilities of External Examiners in relation to external moderation of assessments have been revised, so that there is no longer a requirement for Externals to review 70% of a qualifying course’s assessments at the design stage. Rather, Schools are to determine an “appropriate and sufficient” selection of assessment components for Externals to review before the Award Board.

As well as providing External Examiners with an appropriate selection of completed assignments to review, Schools should also seek external comments on the design of assessments. External Examiners can review the design of assessments throughout the academic year prior to completion of their annual report. There is no requirement for External Examiners to review assessment tasks prior to the assessment being undertaken by students. The Handbook for External Examining sets out the requirements for external review of assessments at the design stage and at the post completion stage.

Additionally, Schools may choose to seek comments from Professional, Statutory and Regulatory Bodies.

Procedures for Providing External Examiners with Assessments from 2022/23

Registry and Academic Support is responsible for providing External Examiners with assessments (briefs, completed assignments) to consider as part of their annual review prior to Award Boards. The relevant divisions within RAS will liaise with Schools over selection and access.

This section on procedures will be updated in due course, clarifying responsibilities and contacts within RAS for specific aspects such as providing draft assignments to review in advance and providing a selection of completed assignments to review prior to Award Boards.