Getting ready for Subject Moderation – A Centre Guide

Introduction

Subject moderation is undertaken on behalf of Gateway Qualifications by the allocated Access Centre Moderator (ACM) generally for a maximum of three Diplomas at any centre, with the ACM being a specialist in the curriculum area.

Where the ACM is not a specialist for a subject identified to be moderated, a subject specialist will be allocated.

The purpose of subject moderation is to ensure that:

- assessment judgements are appropriate and consistent
- the application of assessment regulations is thorough, rigorous and fair
- methods of assessment match the assessment grid and are applied effectively
- consistent standards are applied so that equivalent learner achievement and performance is reflected in consistent recommendations for credits and grades
- evidence is valid, authentic, current, sufficient, reliable and inclusive
- robust internal verification procedures are in place.

This guidance has been created to ensure that centres are fully prepared for the subject moderation process and know the standards and expectations from the moderation process.

Subject Moderation Sample

Access to HE Centre Moderators (ACM) will discuss and agree the samples required for each course at the Initial Visit and will have completed a subject moderation samples planning form (Appendix 1).

The expectation is that a variety of units within a Diploma are moderated to check for consistency and that standards are adhered to, with up to a maximum of 9 credits per Diploma sampled. Where multiple tutors are delivering a unit, the ACM will be required to sample learner work from each tutor.

Centres will be issued with a schedule outlining the units to be moderated per Diploma. Adjustments to the number of units to sample for each diploma may have been made from those agreed at the Initial Visit. It is important to check the list emailed by the Access to HE Quality Team to ensure that the identified units will have been completed, marked and internally verified prior to subject moderation taking place.

Onsite Moderation - takes place onsite between March and April.

Electronic Moderation –takes place remotely during March and April. Agreed samples will be uploaded to a secure online file storage system for ACMs to review learners' work.

Assessment Methods: The assessment(s) for a unit should match the assessment grid, and where it doesn't this will be raised by the moderator as an urgent issue. Now that centres can modify the assessment methods for units, it is essential to ensure that the moderator has access to the most up-to-date assessment grid either onsite or uploaded as part of the electronic submission.

Preparing for Onsite Subject Moderation

Prior to the onsite subject moderation visit, background information will be requested by the moderator to facilitate the smooth running of the visit. This will include a list of learners for each unit identified for subject moderation, the grades awarded and the IV sampling plan to show which learners' work have been sampled.

The moderator will choose the learners to be included in the sample ensuring that there are a mix of grades, and across tutors and sites where applicable. The centre will be informed at least two weeks prior to the visit, or the date the electronic sample is required of the learners included in the sample.

The following will need to be provided for the moderator at the start of the onsite visit:

- A suitable room where the Moderator can use a laptop and have internet access

- The relevant unit specification(s) and ROC

- The assignment brief(s)

- The completed assignment feedback sheet for each piece of assessed work

- Learners' assessed work for each unit to be sampled, if learners' work has required resubmission, both copies of their work should be available

- All samples should be complete, clearly presented without plastic pockets and referenced for ease of moderation - it is important to check all samples prior to the visit

- Records of internal verification procedures relating to the sample, including IV feedback and any outcomes / actions from the IV process. Where IV has resulted in actions such as reassessment or remarking, this should also be included in the sample.

Preparing for Electronic Subject Moderation

The Moderator will contact the centre to request a list of learners for each unit to be sampled, the grades awarded for each learner and the internal verification sampling plan showing the learners whose work has been sampled for each unit. Following this, the moderator will provide the centre with a list of learners whose work is to be reviewed.

The centre Access Coordinator will be provided with a link to a secure online file storage system to upload copies of learners' work for moderation. Centres will usually have two weeks from being informed of the learners in the sample to prepare and upload work.

The following will need to be provided within the electronic sample:

- The relevant unit specification(s) and ROC
- The assignment brief(s)
- The completed assignment feedback sheet for each piece of assessed work
- Assessed work for each unit for the learners in the sample
- All samples should be complete and clearly presented - it is important to check all samples prior to uploading to the online file storage system
- Records of internal verification procedures relating to the learners within the sample, including IV feedback and any outcomes / actions from the IV process. Where IV has resulted in actions such as reassessment or remarking, this should also be included in the sample
- If learners' work has required resubmission, both copies of their work should be included in the sample.

Contact quality@gatewayqualifications.org.uk as soon as possible, if you require additional help submitting your sample.

Incomplete or poor quality samples will be returned to you and Moderation may be delayed or subject to additional checks, which could incur costs for the centre.

Subject Moderation Report

Moderators normally meet with the Access Coordinator at the end of the visit to provide an overview of their findings if there is sufficient time. After the visit, they prepare a Subject Moderation report for the units moderated and submit within 7 working days of the visit.

After the appropriate checks have been made, the report will be distributed to the Access Centre Moderator and the Centre.

Retention of Samples for Standardisation

Samples are needed by Gateway Qualifications for the purposes of standardisation. Moderators may ask centres for copies of learners' work they believe will be useful for this process. Samples will be anonymised as far as practicable and will only be used for standardisation with approved centres. Work which contains sensitive or personal material will not be used or requested.

Appendix 1 – Copy of Subject Moderation Samples Planning Form

This document is completed after the initial visit and a copy is sent to the centre along with the initial visit report.

Access to HE: Subject Moderation Sample Form Courses starting September 2018

Instructions for Centre Moderators:
1. Centre Moderators should complete this form during the Initial Visit, in agreement with the Course Coordinator, to identify the required subject moderation sample for the Centre. The Course Assessment Schedule should be used to ensure that an appropriate, available sample is selected.
2. Units with assessments completed or partially completed by 25 May 2018 are eligible for on-site moderation. Units with assessments completed or partially completed by 18 May 2018 are eligible for postal or on-site moderation.
3. The sample should be a minimum of 5 students' work. For unit cohorts larger than 25, the sample size should be the square root (√) of the number in the unit cohort.
4. Units due to be assessed after the subject moderation date are eligible for Assessment Review. Centre Moderators may request the completion of ASM-G forms to demonstrate how a unit's Learning Outcomes will be assessed.
5. Study Skills/core skills/ungraded units will be subject to Assessment Review at the Initial Visit and are not included on this form.
6. A minimum of graded units totaling 9 credits will be sampled from each Access to HE Diploma in each run of the course – for example, 3 x 3-credit units or 1 x 3-credit unit plus 1 x 6-credit unit. Where sampling is on part of a unit, the credits for the whole unit will be counted in the sample total. Assessment Review does not count towards the unit sampling total.
7. Where Access to HE diplomas include more than one subject area, it is important to ensure that all subject assessments are regularly sampled. For example, where a Centre offers Access to HE Science, a sampling selection might include 1 x 6-credit Physics unit and 1 x 3-credit Chemistry unit for on-site sampling and 1 x 3-credit Biology unit for Assessment Review.
8. Wherever possible, different units should be selected in the subsequent run of the course to help ensure widespread subject moderation of units.

Centre Name:

Diploma Title:

Centre Contact:

Completed by: (name of Centre Moderator)

Subject Area/Specialism	On site or postal moderation? P = postal O = on-site	Assessment Review for units taught after May 2019?	Number of learners in cohort	Number of samples required	Credit value of unit	Unit name and code