

This form provides the opportunity to report both internal and external University Partner moderation. It may be adapted to an internal-only or external-only format, if desired.

### Section A – Internal Moderation

**Section A.1:** This section should be **completed by the Internal Moderator** following the initial grading by the First Marker.

|  |  |
|--|--|
| Module Code  |  |
| Module Title   |  |
| Assessment Code  |  |
| Assessment Title   |  |
| Assessment Weighting                                       |  |
| Submission Deadline  |  |
| First Marker Name  |  |
| Moderator Name   |  |
| Date Submissions Sent to Internal Moderator                |  |
| Number of Student Submissions                              |  |
| Number of Submissions Viewed*                              |  |
| Student IDs of Submissions Viewed (optional)               |  |
| Have marks been allocated clearly? (Yes/No)                |  |
| Do all marks add up correctly? (Yes/No)                    |  |
| Do marks fairly reflect the marking criteria? (Yes/No)     |  |
| Do you agree with the range of marks? (Yes/No)             |  |
| Have marks been uploaded onto the VLE? (Yes/No) (optional) |  |
| What aspect of feedback was done well?                     |  |
| What aspect of feedback could be improved?                 |  |
| How can the students improve their work in the future?     |  |

|  |  |
|--|--|
| Questions from the Internal Moderator (if required)  |  |
| Further Discussion (if required)   |  |
| If any question above has been answered with 'No', please highlight the appropriate actions needed to come to an agreement with the First Marker |  |
|  |  |
| Follow-Up on Actions (if required)   |  |
| Has final agreement been reached with the First Marker? (Yes/No)   |  |
| <b>Internal Moderator Signature</b>  |  |
| <b>Date</b>  |  |

\*Please ensure that you have chosen an appropriate number of samples that cover the full range of grades, as highlighted in NPR QS09 Assessment

**Section A.2:** This section should be **completed by the First Marker** following the completion of A.1.

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| First Marker Response  |  |
| Has final agreement been reached with the Internal Moderator? (Yes/No) |  |
| <b>First Marker Signature</b>  |  |
| <b>Date</b>  |  |

## Section B – External Moderation (Verification)

**Section B.1:** This section should be **completed by the External University Partner Moderator/Examiner** following the completion of the internal process in Section A.

*If an additional stage of internal verification is required, the form may be amended to reflect this.*

|  |  |
|--|--|
| External Moderator Name                      |  |
| Date Submissions Sent to External Moderator  |  |
| Number of Submissions Viewed*                |  |
| Student IDs of Submissions Viewed (optional) |  |
| Have marks been allocated clearly? (Yes/No)  |  |
| Do all marks add up correctly? (Yes/No)      |  |

|  |  |
|--|--|
| Do marks fairly reflect the marking criteria? (Yes/No)   |  |
| Do you agree with the range of marks? (Yes/No)   |  |
| What aspect of feedback was done well?   |  |
| What aspect of feedback could be improved?   |  |
| How can the students improve their work in the future?   |  |
| Questions from the External Moderator (if required)  |  |
| Further Discussion (if required)   |  |
| If any question above has been answered with 'No', please highlight the appropriate actions needed to come to an agreement with the Internal Staff |  |
|  |  |
| Follow-Up on Actions (if required)   |  |
| Has final agreement been reached with the Internal Staff? (Yes/No)   |  |
| <b>External Moderator Signature</b>  |  |
| <b>Date</b>  |  |

\*Please ensure that you have chosen an appropriate number of samples that cover the full range of grades, as highlighted in NPR QS09 Assessment

**\*Optional\* Section B.2:** This section may be optionally **completed by the First Marker** following the completion of B.1.

|  |  |
|--|--|
| First Marker Response  |  |
| Has final agreement been reached with the External Moderator? (Yes/No) |  |
| <b>First Marker Signature</b>  |  |
| <b>Date</b>  |  |