UNIVERSITY OF BAHRAIN

ACADEMIC PROGRAMS AND QUALITY ASSURANCE

ASSESSMENT MODERATION POLICY

Authority / Owner of Policy: Quality Assurance and Accreditation Center

Effective: 10/03/2024

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ASSESSMENT MODERATION POLICY

Title:	Assessment Moderation Policy
Policy Description:	This policy describes the University's approach to ensure that assessment is fit-for-purpose, rigorous and fair through moderation of assessment.
Policy Scope:	☒ Academic ☐ Administrative ☐ Research ☐ Student ☐ General
Policy Status	☐ New policy ☒ Revision of existing policy
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Authority/ Owner of Policy:	Quality Assurance and Accreditation Center
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Related Documents:	Study and Exam Regulation, Internal Pre-Moderation Form, Internal Post Moderation Form, External Moderation Form, Course Rolling Plan Template, External Reviewer Declaration Form, Moderation Committee Analysis Report

Policy Stakeholders

☒ President

☒ Vice President

☐ Legal Advisor

☒ Deans

☐ Directors

☒ Faculty members

☐ Students

☐ Admin Staff

☐ All University Affiliates

1   Definitions

Analysis Report	refers to a report that is prepared by the Moderation Committee which summarizes the moderation process over the semester, and includes suggestions and recommendations based on the Moderators' feedback for the improvement of assessment practice.
Assessment Criteria	refers to the criteria against which the achievement of students will be marked.
Assessment Task	refers to specific activities such as a question in a test; a task in a project, etc. It is designed to measure the achievement of specific learning outcomes.
Assessment	describes the assessment methodology and it includes homework, tests, projects, quizzes, assignments, etc.
Course Coordinator	faculty member in charge of maintaining consistency of instruction and assessment in multi-section courses taught by multiple faculty members.
Course Instructor	faculty member solely responsible for the assigned course.
External Moderation	checks the validity of the assessment and the reliability of the marking process. External Moderation is carried out as part of the Course External Review after the assessment is

	conducted by an External Moderator, appointed from outside the University.
Internal Post-Moderation	checks that the assessment is marked accurately and consistently according to the provided assessment criteria after the assessment is conducted. Internal Post-Moderation is carried out by an Internal Moderator, appointed within the academic staff of the University.
Internal Pre-Moderation	validates the consistency, appropriateness, fairness, clarity, accuracy of assessment and assessment criteria before the assessment is conducted. Internal Pre-Moderation is carried out by an Internal Moderator, appointed within the academic staff of the University.
Major Assessment	describes the assessment that carries considerable weight in the grading process and/or measures a substantial number of learning outcomes.
Marking	refers to a measure of the level of achievement against assessment criteria.
Moderation	refers to quality assurance process which guarantees that assessment is consistent, fair, accurate and aligned with the assessment criteria.
Reliable	describes an assessment task that gives the close results when the same work is assessed by different instructors.
Schedule of Moderation	refers to a plan which includes the designated courses and assessment that will be moderated and the appointed moderators for a certain semester.
Summative Assessment	refers to marked assessment which contributes to the final grading of the course.
Valid	describes an assessment task that accurately assess what it is intended to assess (Intended Learning Outcomes)

2   Policy Purpose

The purpose of the *Moderation of Assessment Policy* is to set the mechanism to ensure that the assessment is valid, reliable, and fairly marked.

3   Policy Scope

3.1   The Moderation of Assessment Policy applies to major summative assessment in the courses offered at the University of Bahrain.

4   Policy Statement

The University develops and maintains an effective system to ensure that assessment is valid, reliable and fairly marked that is informed by the following principles:

4.1   The assessment must:

- be aligned with the course content and the intended learning outcomes.

- cater for various learning styles.

- be formulated in a clear manner.

- have a sufficient number of assessment tasks.

- have a number of tasks suitable for the time allocated.

- be suitable for the students being assessed (not too hard or too easy).

- be marked consistently and accurately against marking criteria.

- be marked consistently by different instructors.

4.2   Internal and External Moderation of assessment are the mechanisms by which the University guarantees that these principles are being observed.

4.3   Coordination among multiple instructors in multi-section courses is considered a form of internal moderation.

4.4   To keep the assessment content secure, the exchange of documents should happen only between Course Instructors, Moderation Committee and Moderators through secure means of communication.

5   Roles and Responsibilities

5.1   COURSE INSTRUCTOR

In courses where the Course Instructor is the only faculty member teaching the course, the Course Instructor the responsible for:

1. preparing the Course Syllabus Form. The Course Syllabus Form must include information on assessment including types of assessments, mapping of assessments with the intended learning outcomes, assessment weight, and dates of assessments.

2. preparing the assessment in accordance to Article (56) of the Regulations of Study and Examinations at the University of Bahrain.

3. providing the Moderation Committee with all necessary documents to carry out the Internal Pre-Moderation sufficiently in advance of the assessment date to allow enough time for the Internal Moderator to carry out the moderation.

4. providing the Moderation Committee with all necessary documents to carry out the Internal Post-Moderation as soon as the assessment is marked.

5. providing the Moderation Committee with all necessary documents to carry out the External Moderation within the timeframe specified by the Moderation Committee.

5.2 COURSE COORDINATOR

The Course Coordinator is responsible for:

- coordinating the preparation of the Course Syllabus Form. The Course Syllabus Form must include information on assessment including types of assessments, mapping of assessments with the intended learning outcomes, assessment weight, and dates of assessments.

- coordinating the preparation of major assessment common across the sections of the course in accordance with Article (56) of Regulations of Study and Examinations at the University of Bahrain.

- ensuring that each faculty teaching the course has reviewed and approved the final version of the assessment before it is delivered to students.

- coordinating the marking of major assessment common across the sections of the course.

- complete the Internal Pre-Moderation form and the Internal Post-Moderation form and return them to the Moderation Committee.

5.3 INTERNAL MODERATOR

The Internal Moderator is responsible for:

- carrying out the Internal Pre-Moderation and returning the completed Internal Pre-Moderation Form to the Moderation Committee sufficiently in advance of the assessment date, to give the Moderator Committee time to report any major issues identified during the Internal Pre-Moderation to the Course Coordinator.

- carrying out the Internal Post-Moderation and returning the completed Internal Post-Moderation Form to the Moderation Committee within one week from the date of receiving all the relevant documents.

5.4 EXTERNAL MODERATOR

The External Moderator is responsible for:

- carrying out the External Moderation and returning the completed External Moderation Form to the Moderation Committee.

- sign the External Reviewer Declaration Form and adhere to the confidentiality of the process.

5.5 MODERATION COMMITTEE (OR EQUIVALENT)

The Moderation Committee is responsible for:

- preparing a Schedule of Moderation which includes the designated courses and assessment that will be moderated and the appointed moderators.

- organising and supervising the moderation processes for the assessments.

- collecting and analysing the moderations forms.

- preparing an Analysis Report with suggestions and recommendations based on the Moderators' feedback for the improvement of assessment practice.

- following up the implementation of the action plan for improvement of assessment practices.

5.6 CHAIRPERSON OF THE DEPARTMENT

The Chairperson of the Department is responsible for:

- appointing the Moderation Committee (or equivalent).

- discussing and approving the Schedule of Moderation within the Department Council.

- discussing the Analysis Report prepared by the Moderation Committee and preparing an action plan for improvement of assessment practices within the Department Council.

- following up with the Moderation Committee the implementation of the action plan for improvement of assessment practices.

6 Policy Procedures

6.1 COURSES TAUGHT BY SINGLE INSTRUCTORS

6.1.1 SCHEDULE OF INTERNAL MODERATION

1. At the beginning of each semester, the Moderation Committee prepares a Schedule of Moderation which specifies the Internal Moderator for each course to be moderated.

2. All courses offered in the program (where applicable) should be included in the plan, with the exception of multi-sections courses taught by multiple instructors.

3. The courses and assessment that are internally pre-moderated in one semester should also be internally post-moderated in the same semester.

4. Major summative assessment (as defined) of the selected courses will be pre-moderated and post-moderated.

5. The Schedule of Moderation must be discussed and approved by the Department Council and communicated to the Quality Assurance and Accreditation Centre through the Quality Assurance Office Director at the College.

6. The Internal Moderator:

   - Must be specialized in the discipline of the course to be moderated.

   - In special cases or when there is only one faculty member specialised in the discipline of the course to be moderated, the Moderation Committee should take over the process of Internal Moderation.

   - Moderator appointed for the Internal Pre-Moderation and Internal Post-Moderation can be the same faculty member.

6.1.2 INTERNAL PRE-MODERATION

1. The Internal Pre-Moderation should be conducted sufficiently in advance of the assessment date in order to give the Moderator Committee time to report any major issues identified during Internal Pre-Moderation to the Course Instructors.

2. The Moderation Committee must request the Course Instructors to provide all the necessary documents to carry out the Internal Pre-Moderation and pass them to the Internal Moderator.

3. The Internal Moderator must complete the moderation in accordance with the Internal Pre-Moderation Form and requirements.

4. In case of major issues which require corrective actions before the assessment, the Moderation Committee must report such issues to the Course Instructor and verify that appropriate action has been taken prior to the assessment date.

5. If no major issues are encountered during Internal Pre-Moderation, at the end of each academic semester the Moderation Committee must analyse the semester's Internal Pre-Moderation Forms, prepare the Analysis Report highlighting the most important recommendations per course and send the report to the Chairperson of the Department to be placed on the Department Council's agenda for discussion and resolution.

6. Records of all moderated courses together with the Internal Pre-Moderation Forms will be retained.

6.1.3 INTERNAL POST-MODERATION

1. All the courses and assessment pre-moderated in one semester will be post-moderated in the same semester.

2. The Internal Post-Moderation should be conducted in a timely manner in order to give the Moderation Committee sufficient time to report and address any major issues identified during Internal Post-Moderation.

3. The Moderation Committee must request the Course Instructor to provide all the necessary documents to carry out the Internal Post-Moderation and pass them to the Internal Moderator.

4. For Internal Post-Moderation, a representative sample of students' papers which include a range of grades in the samples will be checked.

5. The Internal Moderator must complete the Internal Post-Moderation in accordance with the Internal Post-Moderation Form within one week from the date of receiving all the relevant documents.

6. The Internal Post-Moderation does not seek to amend the marks of students. Where the Internal Moderator raises serious concerns about the standard and equitability of marking, the Moderation Committee will inform the Chairperson of the Department for appropriate actions.

7. If no major issues are encountered during Internal Post-Moderation, at the end of each academic semester the Moderation Committee must analyse the semester's moderation forms, prepare the Analysis Report highlighting the most important recommendations per course and send the report to the Chairperson of the Department to be placed on the Department Council's agenda for discussion and resolution.

8. Records of all moderated courses together with the Internal Post-Moderation Forms will be retained.

6.2 COURSES TAUGHT BY MULTIPLE INSTRUCTORS

6.2.1 INTERNAL PRE-MODERATION

1. The Course Coordinator will coordinate with all faculty involved in the teaching of the course the preparation of major assessment common across the sections.

2. Before delivering the assessment to students, the Course Coordinator will review the finalised assessment, complete the Internal Pre-Moderation Form, and send a copy to the Moderation Committee.

6.2.2 INTERNAL POST-MODERATION

1. The Course Coordinator will collect a representative sample of marked students' papers which include a range of grades in the samples will be checked from each section of the course.

2. The Course Coordinator must complete the Internal Post-Moderation in accordance with the Internal Post-Moderation Form within one week from the date of receiving the samples.

6.3   EXTERNAL MODERATION

6.3.1   APPOINTMENT OF EXTERNAL MODERATORS

The External Moderator is an academic who is not a staff member (either full-time or part-time) of the University of Bahrain, the following is required:

1. The External Moderator should not have been a member of staff or student in the University of Bahrain during the previous two years. Where recently retired academic staff members are eligible for the role where relevant.

2. The External Moderator's academic/professional qualifications must be appropriate to the course to be examined. This will typically be evidenced by academic qualifications, the range and scope of experience across higher education/professions, scholarly and professional activity.

3. Recently retired individuals are eligible for the role of External Moderators.

4. The External Moderator cannot be appointed for the same course, more than two times in a row.

5. Once the External Moderator has been approved by the Department Council (see Section 6.3.2, 4), the Head of Department (or delegated individual) will send to the External Moderator an official letter of appointment and the External Reviewer Declaration Form.

6.3.2 EXTERNAL MODERATION PROCEDURE

1. At the beginning of each semester, the Moderation Committee will prepare a list of courses to be moderated by an External Moderator and appoint an External Moderator for each of the selected courses.

2. Preferably, the selected courses should be the major or pivotal courses in the program or the exit courses, or those that mapped with most of the program intended learning outcomes.

3. The portfolios of the selected courses should be audited and completed before given to the External Moderator.

4. The list of courses to be moderated and the appointed External Moderators should be documented in the Schedule of Moderation and approved by the Department Council.

5. Before carrying out the External Moderation, the External Moderator must sign the External Reviewer Declaration Form.

6. The Moderation Committee must provide the External Moderator with all supporting documents necessary to carry out the External Moderation, including the course portfolio and the curriculum plan (study plan).

7. The External Moderator must complete the External Moderation in accordance with the External Moderation Form and return it to the Moderation Committee.

8. At the end of each academic semester, the Moderation Committee must analyse the semester's external moderation forms, prepare the Analysis Report highlighting the most important recommendations per course and send the report to the Chairperson of the Department to be placed on the Department Council's agenda for discussion and resolution.

9. Records of all moderated courses together with the External Moderation Forms will be retained.

6.4   MODERATION FORMS

The Quality Assurance and Accreditation Center at the University of Bahrain is responsible for preparing and providing the necessary forms to implement this policy.