

POLICY ON INTERNAL AND EXTERNAL MODERATION OF EXAMINATIONS AND MARKING OF SCRIPTS AT JAYEE UNIVERSITY COLLEGE (JUC)

1. Introduction

This policy establishes the principles, procedures, and standards for the internal and external moderation of examinations and the marking of examination scripts at JUC. It is intended to ensure that assessment processes are fair, valid, reliable, transparent, consistent, and aligned with approved learning outcomes and academic standards.

The policy applies to all academic programmes and courses for which examinations and other summative assessments are conducted by the institution. It covers the appointment and responsibilities of internal and external moderators/examiners, moderation of examination papers and marking schemes, moderation of marked scripts, and the reporting and resolution of moderation findings.

2. Purpose

The purposes of this policy are to:

- Ensure the integrity, credibility, and academic quality of the examination system.
- Promote consistency and fairness in the setting, administration, marking, and grading of examinations.
- Ensure that examination questions adequately reflect approved course content and learning outcomes.
- Provide independent academic oversight of examination and marking processes.
- Identify and correct inconsistencies, errors, or weaknesses in examination questions, marking schemes, and marking practices.
- Protect the interests of students by ensuring that marks awarded are accurate, equitable, and academically defensible.
- Support continuous improvement in assessment practices.

3. Scope

This policy applies to:

- All teaching departments and academic units.
- All undergraduate, postgraduate, diploma, certificate, and other approved academic programmes.
- All internally and externally assessed examinations.
- Examination papers, marking schemes, model answers, scripts, continuous assessment components where applicable, and final grades.
- Internal examiners, internal moderators, external examiners/moderators, heads of academic departments, examination officers, and relevant academic committees.

4. Principles of Moderation

The institution shall ensure that moderation is guided by the following principles:

1. **Fairness:** All students shall be assessed using consistent and equitable standards.
2. **Validity:** Assessments shall measure the knowledge, skills, competencies, and learning outcomes they are intended to measure.
3. **Reliability:** Similar standards shall be applied consistently across students, courses, and academic years.
4. **Confidentiality:** Examination materials, scripts, student information, and moderation reports shall be treated as confidential.
5. **Independence:** External moderators/examiners shall provide objective and independent academic judgement.
6. **Transparency:** Moderation procedures and responsibilities shall be clearly defined and documented.
7. **Academic integrity:** Moderation shall contribute to the prevention of malpractice, bias, conflict of interest, and arbitrary awarding of marks.
8. **Continuous improvement:** Findings from moderation shall inform improvements in teaching, assessment, and examination practices.

5. Internal Moderation

5.1 Moderation of Examination Papers

All examination papers shall undergo internal moderation before approval for administration.

The internal moderator shall examine whether:

- The examination adequately covers the approved course content.
- Questions are aligned with the stated learning outcomes.
- The level of difficulty is appropriate to the course and level of study.
- The distribution of marks is appropriate.
- Questions are clear, unambiguous, and free from technical or grammatical errors.
- There is an appropriate balance of knowledge, understanding, application, analysis, and other relevant cognitive skills.
- The examination complies with the approved assessment structure.
- The examination does not contain inappropriate duplication or material that gives an unfair advantage to particular students.

5.2 Moderation of Marking Schemes

The marking scheme/model answers shall be moderated alongside the examination paper. The moderator shall confirm that:

- Each question has an appropriate allocation of marks.
- Expected answers or marking points are academically sound.

- Marks are allocated consistently to the different components of an answer.
- Alternative correct answers are recognised where appropriate.
- The scheme enables different markers to apply consistent standards.

5.3 Internal Moderation of Marked Scripts

Following marking, a representative sample of examination scripts shall be internally moderated. The sample shall normally include:

- High-performing scripts.
- Average-performing scripts.
- Low-performing scripts.
- Borderline scripts, particularly where a student's final result may be affected.
- Scripts selected where there are unusual patterns or significant discrepancies in marks.

The internal moderator shall compare the awarded marks against the marking scheme and determine whether the marking has been consistent and academically justified.

Where significant inconsistencies are identified, the Head of Department or designated academic authority may require additional scripts to be reviewed or, where necessary, remarking to be undertaken.

6. External Moderation

6.1 Purpose of External Moderation

External moderation shall provide an independent assessment of the academic standards and quality of the institution's examination and marking processes by University of Education, Winneba (UEW) to which Jayee University College (JUC) is affiliated

External moderators/examiners shall assess whether:

- The examination is appropriate to the level and learning outcomes of the course.
- The academic standard is comparable with relevant national and/or international standards.
- The examination paper is appropriately designed and balanced.
- The marking scheme is appropriate and sufficiently detailed.
- Marking has been undertaken consistently and fairly.
- The marks awarded to students are academically defensible.
- The overall assessment process maintains the integrity of the programme.

6.2 Appointment of External Moderators/Examiners

External moderators/examiners shall be appointed by University of Education, Winneba, the appropriate academic authority. Appointments shall be based on academic qualifications, subject expertise, professional experience, academic standing, and relevant assessment experience.

The institution shall maintain an approved register of external moderators/examiners containing, at minimum:

N o.	Name of External Moderator/ Examiner	Academic/Pr ofessional Qualification s	Area of Specialisati on	Current Affiliation/I nstitution	Position/Ra nk	Relevant Experience	Period of Appoin tment
1	_____	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____	_____

6.3 Minimum Qualifications and Eligibility

An external moderator/examiner should normally:

- Hold an academic qualification at least equivalent to, and preferably higher than, the level of the programme being moderated.
- Possess relevant qualifications in the subject or discipline.
- Have substantial teaching, assessment, research, or professional experience in the relevant field.
- Have appropriate knowledge of curriculum development and assessment.
- Have experience in examination setting, marking, moderation, or external examining where possible.
- Be professionally recognised and in good academic standing.
- Be independent of the institution and free from conflicts of interest.

For postgraduate programmes, external examiners should normally possess a qualification and academic standing appropriate to the level of the programme and have demonstrable expertise in the relevant research or professional field.

6.4 Affiliation and Institutional Representation

External moderators/examiners should ordinarily be drawn from University of Education Winneba, the mentor institution for JUC.

The institution shall document the moderator's:

- Name.
- Highest academic qualification.
- Professional qualification, where applicable.
- Area of specialisation.
- Current academic or professional rank.

- Department/faculty/school.
- Name of affiliated institution or organisation.
- Contact details.
- Relevant examination/moderation experience.
- Period of appointment.

External moderators shall not normally be selected from individuals who have a current employment, financial, personal, supervisory, or other relationship with the institution that could compromise their independence.

6.5 Conflict of Interest

An external moderator/examiner shall declare any actual, potential, or perceived conflict of interest before accepting an appointment.

A person should not normally be appointed where they:

- Are currently employed by the institution.
- Have a close personal or financial relationship with a member of the teaching or examination team.
- Have recently been directly involved in teaching or assessing the students concerned.
- Have another relationship that may reasonably compromise their independent judgement.

Any declared conflict shall be considered by the appropriate academic authority before the appointment is confirmed.

7. External Moderation of Examination Papers

The examination paper and marking scheme shall, where required, be submitted to the appointed external moderator before the examination.

The external moderator shall review:

- Alignment with the approved curriculum and learning outcomes.
- Academic content and accuracy.
- Level and appropriateness of questions.
- Balance and coverage of the syllabus.
- Cognitive demand and assessment methodology.
- Clarity and structure of questions.
- Appropriateness of mark allocation.
- Suitability of the marking scheme.
- Academic standard in comparison with comparable institutions or accepted disciplinary standards.

The external moderator shall provide written comments and recommendations. Necessary amendments shall be considered and implemented by the responsible academic unit before the examination is administered.

8. External Moderation of Marked Scripts

After marking, the external moderator/examiner shall review a representative sample of scripts together with the examination paper and marking scheme.

The external moderator shall:

- Review the consistency and accuracy of marking.
- Compare marks awarded with the approved marking scheme.
- Review scripts across different performance categories.
- Consider borderline cases where appropriate.
- Identify significant variations between markers.
- Determine whether the marking standard is appropriate.
- Recommend corrective action where substantial inconsistencies are identified.

The external moderator shall not ordinarily alter individual student marks directly. Where significant discrepancies are found, the matter shall be referred to the appropriate academic authority for investigation and action in accordance with institutional procedures.

9. Selection and Size of Moderated Samples

The institution shall establish a consistent procedure for selecting scripts for moderation. The sample should be sufficiently representative to allow the moderator to form a reliable judgement about the overall marking standard.

Where multiple markers are involved, samples should be drawn from each marker. Additional scripts may be selected where:

- There are significant differences between markers.
- There is an unusual distribution of marks.
- A large number of students are clustered around grade boundaries.
- There are suspected errors or inconsistencies in marking.
- The external moderator considers the initial sample insufficient.

10. Responsibilities of Internal Moderators

Internal moderators shall:

- Review examination papers and marking schemes before approval.
- Ensure alignment with approved learning outcomes and course content.
- Review samples of marked scripts.
- Verify consistency in the application of marking schemes.

- Document moderation findings.
- Recommend corrective actions where necessary.
- Maintain confidentiality and academic integrity throughout the process.

11. Responsibilities of External Moderators/Examiners

External moderators/examiners shall:

- Provide independent and objective academic judgement.
- Review examination papers and marking schemes where required.
- Moderate representative samples of marked scripts.
- Comment on the academic standard and fairness of assessment.
- Identify significant weaknesses or inconsistencies.
- Submit a formal moderation/external examiner report.
- Make recommendations for improvement.
- Maintain confidentiality regarding examination materials and student information.

12. Responsibilities of Heads of Department/Academic Units

Heads of Departments or equivalent academic authorities shall:

- Ensure that internal moderation is conducted in accordance with this policy.
- Recommend suitably qualified external moderators/examiners.
- Ensure that examination papers and scripts are made available for moderation within the prescribed timelines.
- Consider and implement appropriate recommendations arising from moderation.
- Maintain records of moderation activities.
- Report significant moderation findings to the appropriate academic committee.

13. Moderation Reports

All internal and external moderation activities shall be documented.

External moderation reports should normally include:

- Details of the programme/course.
- Name and affiliation of the external moderator/examiner.
- Qualifications and area of expertise.
- Examination paper reviewed.
- Assessment and marking standards.
- Findings on the quality and appropriateness of the examination.
- Findings on the consistency of marking.
- General observations on student performance.
- Significant discrepancies identified.
- Recommendations for improvement.
- Overall judgement on the academic standard of the assessment.

14. Action on Moderation Findings

Moderation findings shall be reviewed by the relevant academic authority. Where deficiencies are identified, appropriate corrective measures shall be implemented.

These may include:

- Revision of examination questions.
- Revision of marking schemes.
- Additional training for examiners or markers.
- Further moderation of scripts.
- Re-marking where justified.
- Review of grade distributions.
- Revision of assessment procedures.
- Curriculum or teaching improvements.

All significant actions arising from moderation shall be documented and followed up to ensure that recommendations have been addressed.

15. Confidentiality and Security

All examination papers, scripts, marking schemes, moderation reports, student records, and related documents shall be treated as confidential.

Access shall be restricted to authorised personnel. External moderators/examiners shall be required to maintain confidentiality and shall not disclose examination content, student information, or moderation findings to unauthorised persons.

16. Records and Documentation

The institution shall maintain appropriate records of:

- Approved examination papers.
- Marking schemes/model answers.
- Internal moderation reports.
- External moderator/examiner appointments.
- Qualifications and institutional affiliations of external moderators/examiners.
- Conflict-of-interest declarations.
- Samples and records of moderated scripts.
- External moderation reports.
- Responses to recommendations.
- Evidence of corrective actions and follow-up.

Records shall be retained in accordance with the institution's records-management and examination policies.

17. Review of the Policy

This policy shall be reviewed periodically by the appropriate academic quality assurance body to ensure that it remains relevant, effective, and consistent with applicable regulatory, professional, and academic standards.

18. Conclusion

The institution is committed to maintaining a robust and credible examination system through effective internal and external moderation. The systematic involvement of appropriately qualified and independent moderators/examiners will strengthen the validity, reliability, fairness, and academic integrity of assessment.

The qualifications, areas of expertise, current affiliations, and institutional representation of external moderators/examiners shall be formally documented and reviewed as part of the institution's quality assurance system. Moderation findings shall be used not only to verify the accuracy and consistency of marks but also to promote continuous improvement in teaching, learning, assessment, and academic standards.