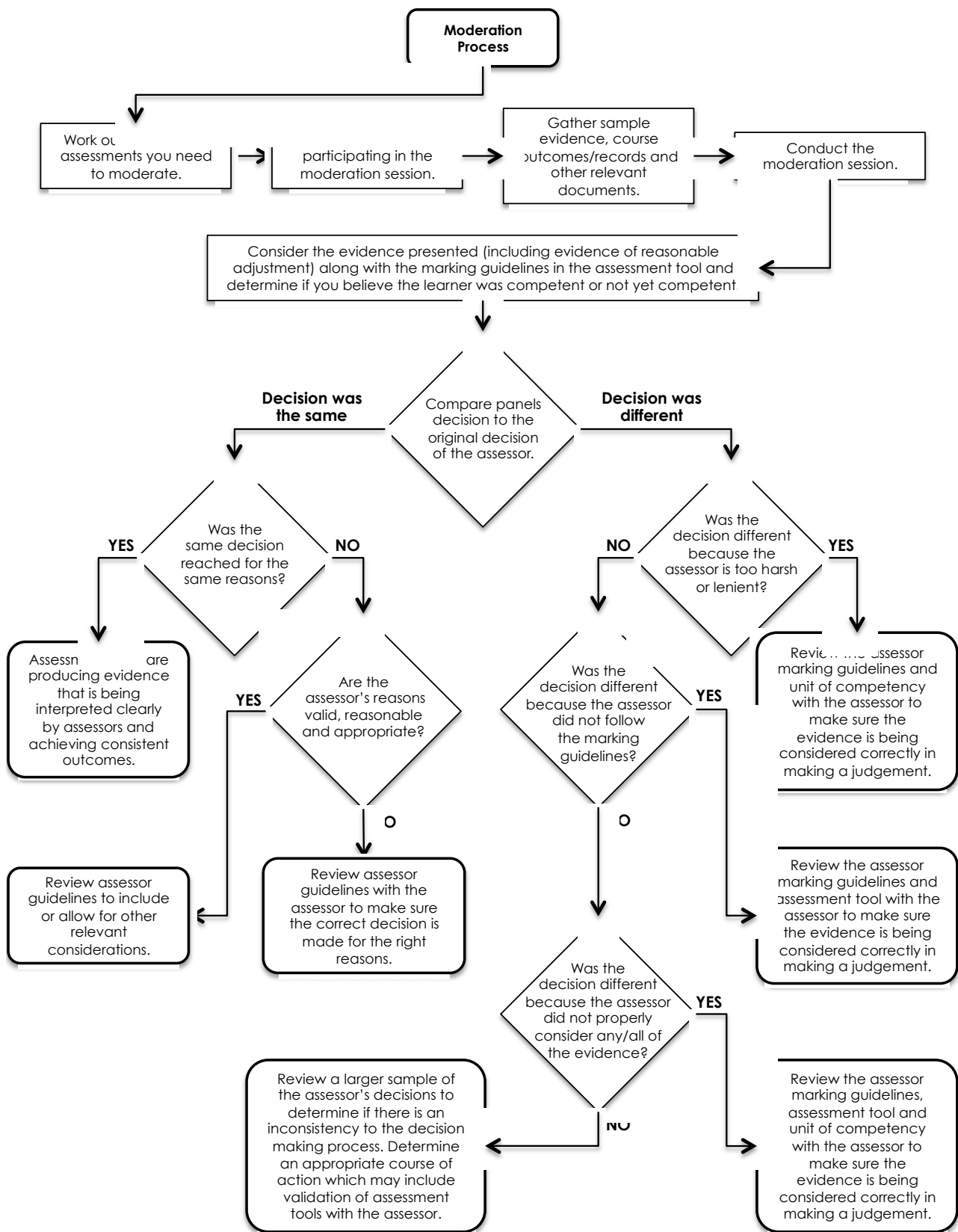


# MODERATION PROCESS



# ASSESSMENT MODERATION

## Definitions of 'Moderation'

Moderation is a quality assurance process that is used to ensure assessment judgements are made with consistency.

The national Vocational Education and Training (VET) regulator, the Australian Skills Quality Authority (ASQA) defines moderation as:

"... a quality control process aimed at bringing assessment judgements into alignment. Moderation is generally conducted **before** the finalisation of student results as it ensures the same decisions are applied to all assessment results within the same unit of competency".

## Moderation versus Validation

Although validation is also a quality assurance process, it differs from moderation in two main ways:

### 1. Timing

Validation is an ongoing process of reviewing your RTO's assessment practices. It can occur before, during and after assessment. Moderation is about the consistency of assessment judgement and should be conducted after assessment has been completed by a student but before the assessment decision is handed down to the student

### 2. Standards for RTOs 2015

This legislation mandates systematic validation of assessment judgements but does not require an RTO to conduct moderation as an activity to comply with the Standards.

## What Would Moderation Typically Look Like?

Given that the purpose of moderation is about confirming the consistency of assessment judgements, a typical moderation session should include the assessors who have marked the assessment tasks in question. This may be at a specific time set aside for moderation activities or perhaps it may be as part of a regular trainers' meeting.

As it is a quality assurance process, appropriate records should be made and kept.

## Professional Development Hours

Participation in assessment moderation or validation activities is recognised as an approved professional development activity as stated in the Standards for Registered Training Organisations (RTOs) 2015.

Staff who participate in this activity will have directly count towards their required professional development hours at a ratio of 1:1 (1 hour:1 hour)

## ASSESSMENT MODERATION TOOLS and DOCUMENTS REQUIRED TO EXECUTE THIS PROCEDURE

- Assessment Moderation Tool
- Assessment Moderation Policy
- Continuous Improvement Register
- Sample of student work for 1 unit(s) of competence.

### MODERATION PANEL

A moderation panel is to be assembled by the course coordinator and contain a minimum of 2 members whereby one or more persons are not directly involved in the particular instance of delivery and assessment of the training product being moderated, and who collectively have:

- a) Vocational competencies and current industry skills relevant to the assessment being validated or moderated;
- b) Current knowledge and skills in vocational teaching and learning; and
- c) The training and assessment credential specified below:

TAE40110 Certificate IV in Training and Assessment or  
TAESS00011 Assessor Skill Set or its successor

### PROCESS

1. Assessment moderation will occur together with the assessment validation schedule.
2. Assessment moderation will be conducted by a moderation panel (see definition and moderation panel requirements above) involving a minimum of 2 people.
3. The course coordinator will assemble the moderation panel and arrange a time and date for assessment moderation to commence.
4. The course coordinator will appoint a 'record taker' to record the outcomes of the session on the moderation tool.
5. The process undertaken by the moderation panel will be recorded and complete on the assessment moderation tool with the outcomes scanned and stored on the ITS Server.

The assessment moderation tool can be downloaded from the ITS Website:

<https://www.its.vic.edu.au/staff-administration/>

6. If required, the program coordinator will then record the details of each assessment review in the continuous improvement register and will include the date, names of staff participating, and the suggested improvements.
7. If amendments are required, refer to the 'tracking and completion' section below;

8. The program coordinator must update the validation and moderation register and schedule a new moderation date for the next term.

## **TRACKING AND COMPLETION**

1. Where amendments are made to the assessment tool, the program coordinator will archive and retain the previous version of the assessment tool as evidence of changes having been made.
2. The program coordinator will update the Master Assessment Tool to include the revised assessment activities.
3. The program coordinator will update the continuous improvement register with details of the changes made the assessment tool.
4. The program coordinator will send Intelligent Training Solutions staff an email notification when the new or revised version of the assessment ready for use.

## **ASSESSMENT MODERATION FREQUENCY**

Assessment moderation will occur in accordance with the assessment validation and moderation schedule. The assessment and moderation scheduled can be downloaded from the ITS Website: <https://www.its.vic.edu.au/staff-administration/>

Assessment moderation will be monitored and managed by each department coordinator to ensure that all active units\* will be moderated at least once a year providing that the assessment tool or unit of competence has not changed. Any changes to either the assessment tool or unit of competence will require additional validation and moderation sessions.

\*Active units refers to units taught and not those listed on [www.training.gov.au](http://www.training.gov.au)

## **RECORDING MODERATION OUTCOMES**

For auditing purposes, it is important that all moderation or validation documents are stored in the Moderation and Validation folders of their associated course. For example: units associated with the TLI41216 qualification should be stored in the main course folder located on the ITS Server/Intelligent Training Solutions/Course – TLI41216.

NOTE: Documents should not be store in class codes.

The following documents need to be filed:

- The sample assessment used during the moderation process;
- The completed assessment moderation tool;
- A record of any actions taken as a result of the moderation process.