

1. Purpose

The purpose of this Policy is to support the delivery of quality assured, validated assessment at Australian School of Accounting (ASA), in line with the Australian Qualifications Framework (AQF) standards.

This Policy has been developed to support the quality, integrity, and continuous improvement of ASA, and ensure that appropriate academic standards are maintained.

2. Principles

This Policy is informed by ASA's commitment to:

1. promoting quality in all its course offerings;
2. ensuring consistency across courses and that the assessment of units is fair and equitable;
3. meeting AQF standards and requirements; and
4. ensuring that courses and units are comparable with other higher education providers and are regularly benchmarked for currency and relevance.

3. Scope

This Policy applies to all students and academic staff at ASA.

4. Definition

Term	Definition
Moderation	A quality assurance process comprised of a set of tasks and actions to ensure that assessments are valid, consistent, reliable, fair and appropriate. It includes both internal and external moderation.

5. Policy

It is expected that effective moderation will ensure that the standard of assessment at ASA is uniform. In particular, moderation will seek to ensure that:

1. processes for marking and moderating grades are transparent and fair;
2. assessment requirements are clear, explicit and communicated in a timely fashion;
3. assessment tasks reflect the unit learning outcomes and the criteria outlined in the unit outline;
4. assessment tasks are graded against consistent and appropriate criteria; and

5. there are valid, reliable, accessible and explicit procedures for assessment.

Moderation processes will be subject to regular review and evaluation.

5.1 Moderation of Courses

Course moderation at ASA will involve both internal and external moderation.

Internal moderation may include:

1. assessment and monitoring of internal academic processes by the Academic Dean;
2. oversight by the Board of Directors on academic quality processes; and
3. convening advisory panels on course development.

External moderation may include:

1. course accreditation through the Tertiary Education Quality and Standards Agency (TEQSA);
2. benchmarking with industry and professional bodies; and
3. moderation partnerships with other higher education providers.

5.2 Moderation of Assessment Tasks

Individual units will be subject to moderation on a regular basis to ensure the highest possible standard of assessment. Moderation of marks/grades will include:

1. assessment criteria;
2. model answers;
3. marking rubrics;
4. multiple marking (possibly including the Unit Coordinator and/or Course Coordinator online via Canvas);
5. the use of Turnitin text matching reports; and
6. inclusion of external markers for major assessment tasks such as final projects.

6. Specific Related Documents

Schedule of Units for Moderation Student Assessment Procedure
Student Assessment Appeals Procedure

In carrying out this policy further information and the procedure to be followed can be found in the procedure register under *Assessment Moderation Procedure*.

7. Relevant Legislation

Higher Education Standards Framework 2015

8. Version Control

Document		Assessment Moderation Policy			
Approved by		Academic Board		Date: 04 November 2020	
Version #	2.0	Replaces Version	1.4	Academic Board approval	
	1.4		1.3	Scheduled review Governance restructure	
	1.3		1.3	Style review	
	1.2 and 1.1		1.1	Project Manager review and styling	
	1.0		0.3	Academic Board approval Next review	2020
	0.3		0.2	Academic Board review	
	0.2 and 0.1		0.1	Policy and procedure separated from generic policy	

Responsible Officer	Principal
Approving Authority	Academic Board
Approval Date	04 November 2020
Commencement Date	2020
Review Date	3 years
Version	2.0
Related Documents	<i>Student Assessment Policy</i> <i>Quality Assurance Framework</i> <i>Student Assessment Appeals Policy</i>