

## 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 Academic Board 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 as shown in the Schedule of Units for Moderation to ensure the highest possible standard of assessment. Moderation of assessment tasks, marking of assessment task and final grades will include examination of the following:

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

In the Assessment Moderation Procedure lists in a table the assessment item, weighting and moderation arrangement for each assessment item.

## **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 (Threshold Standards) 2021.*

## 8. Related documents

*Student Assessment Policy*  
*Quality Assurance Framework*  
*Student Assessment Appeals Policy*

## 9. Version Control

Document		Assessment Moderation Policy			
Approved by		Academic Board		Date: 14 July 2021	
				Next review date	2024
Version #	3.0	Replaces Version	2.0	Academic Board approval	
	2.1-2.3		2.1-2.3	Updates for new course accreditation	
	2.0		1.4	Academic Board approval	4 Nov 20
	1.4, 1.3			Scheduled review Governance restructure and style	
	1.2 and 1.1		1.1	Project Manager review and styling	
	1.0		0.3	Academic Board approval	
	0.3		0.2	Academic Board review	2020
	0.2 and 0.1		0.1	Policy and procedure separated from generic policy	