



## MODERATION OF GRADES PROCEDURE: EDUCATION; COUNSELLING, CHAPLAINCY AND SPIRITUAL CARE

<b>Responsible officer</b>	Chief Academic Officer	
<b>Contact</b>	Policy Coordinator policy@morling.edu.au	
<b>Approved by</b>	Academic Board	
<b>Approval date</b>	11 September 2019	
<b>Effective date</b>	11 September 2019	
<b>Review date</b>	September 2022	
<b>Superseded documents</b>	None	
<b>Related documents</b>	Moderation Policy: Education; Counselling, Chaplaincy and Spiritual Care Student Assessment Policy: Education; Counselling, Chaplaincy and Spiritual Care	
<b>Procedure classification</b> <i>Select a General OR an Academic option</i>	<b>General</b>	<b>Academic</b> Learning & Teaching

### 1. PURPOSE

To articulate the procedure for the moderation of grades.

### 2. DEFINITIONS (OPTIONAL)

Key Term - Acronym	Definition
Grade	The final result which describes the students result derived from the combined marks from the assessed learning task for a unit

### 3. STEPS

#### STEP 1 – MODERATION TAKES PLACE

Departments/Faculties undertake the moderation of results in each unit, finalises results and prepares a report on the process and outcome for the Dean.

#### STEP 2 – FACULTY SIGN OFF RESULTS AND NOTIFIES REGISTRAR

The Dean approves the results and forwards them to the Registrar to be released to students.

### **STEP 3 – FACULTY REPORT SUBMITTED TO ACADEMIC BOARD**

The Dean submits the moderation report to the Academic Board. The Academic Board is responsible for the oversight of the process and ensuring quality standards. The Board considers the report, approves it and/or provides feedback to the Faculty.

### **VERSION HISTORY**

<b>Version</b>	<b>Approved by</b>	<b>Approval Date</b>	<b>Effective Date</b>	<b>Changes made</b>
1	Academic Board	11 September 2019	11 September 2019	New procedure