ROLE OF MODERATORS

Who is a Moderator?

A moderator is an academic who is competent (academically, or experience wise, or both) in the field in which he/she is called upon to moderate. As a moderator, he/she is supposed to step in the shoes of the Examiners to be able to provide a balanced and unbiased point of view. His/her primary concern is to check the accuracy of the Question Papers; more importantly, however, his/her duty is to ensure that the questions that have been set are suitable, appropriate and relevant for the level for which they are intended to be addressed.

Duties of a Moderator

Pre-Examination

The Moderator must:

(i) moderate all questions of the examination paper, paying particular attention to clarity and mechanics of language and spellings.

(ii) moderate the marking scheme/indicative marking criteria. This will include moderating the outline model answers for essay-type or open-ended question and the allocation of marks for each part/section or step.

(iii) moderate the general instructions on the front cover of the Question Paper, including module name, code, time-allocation and any other instructions.

(iv) ensure that special tables, formulae and other technical documents accompanying the Question Paper are available as per Section 6 of the Examiner’s Form.

(v) edit and suggest improvements to the questions.

(vi) ensure that there is a balance between the time allocated for the paper, the complexity or level of difficulty of the questions and marks allocated.

(vii) check and suggest improvements to the model answers or outline model answers and marking schemes/indicative marking criteria to dovetail with intended answers.

(viii) sign the Examiner’s Form.

In collaboration with the Examiner, he/she may modify, change or even replace a question.

During Examination

(i) He/she should be available to attend to any query from the students in case the Examiner is not around.

(ii) He/she should provide any other assistance that might be needed.
**Post Examination**

After all scripts have been marked, the moderator should

(i) Check that marking scheme/indicative marking criteria has been strictly and consistently followed to ensure fairness to all students.

(ii) Check that each and every answer has been properly marked, and that the marks have been correctly entered on the Performance Sheet.

(iii) Check that each Section of the examination paper has been marked.

(iv) Check the accuracy of all totals.

(v) Report to the Administrative Officer, Examination Section through the Dean/Director or copied to the Dean/Director any anomalies noted e.g. no Index Number etc.

(vi) Sign the SIS Performance Sheet.

**General**

It is imperative for moderator to maintain STRICT CONFIDENTIALITY. All matters connected with the moderation of question papers, marking schemes/indicative marking criteria etc. must be treated in strict confidence and information concerning them should NOT be divulged to unauthorised persons.

It is also important to note that the moderator should NOT delegate any of the work entrusted to him/her.

Please refer to “Guidelines for Processing of Examination Results at UoM”