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COLLEGE OF THE BAHAMAS POLICIES AND PROCEDURES	Effective date:	Policy Number AC-006-03
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SUBJECT: CROSS-MODERATION: POLICY AND PROCEDURES

PREAMBLE

Assessment is an important aspect of academic quality assurance in higher education. Tertiary level institutions must therefore adopt an assessment plan which encourages educational quality through internal and external assessment activities. These activities must be regular and based on realistic and achievable goals; they should enhance the quality of instruction, aid institutional self-evaluation, and be discipline-related. Specifically, internal assessment activities should ensure impartiality in evaluation and ultimately encourage quality student performance. A cross-moderation policy is one internal mechanism which may help to ensure quality and the maintenance of standards.

1. STATEMENT OF INTENT

The purpose of this policy is to achieve the following:

- 1.1 A consistent level of instruction and proper adherence to syllabi;
- 1.2 the maximum degree of consistency in evaluation and grading;
- 1.3 the protection of lecturers from charges of prejudice;
- 1.4 the protection of students from prejudicial treatment at the hands of individual lecturers.

2. DEFINITIONS

For the purposes of this policy,

- 2.1 the course Coordinator shall be understood to be the individual responsible to the Subject Area Coordinator and Chairperson for coordination of all aspects of instruction and assessment of a particular course;
- 2.2 the Cross Moderator shall be understood to be the individual who acts as consultant to the Lecturer/College Examiner on matters of instruction and assessment of a particular course or section. This individual shall be the second examiner (marker) for the course.

3. PROCEDURES

- 3.1 At the time of the preparation of scheduling information and after consultation with relevant members of faculty, course coordinators and cross-moderators shall be identified by the divisional Chairperson.

In multi-section courses the instructor of one section may serve as the cross-moderator for a section(s) taught by another instructor.

In instances where there is only one section of a course, the instructor of the course shall be the course coordinator and arrangements shall be made for another suitably qualified person to be consulted about the instruction and assessment of the course. Where suitable persons are not available within The College, external cross-moderators shall be appointed by the Chairperson after consultation with the lecturer.

- 3.2 A list of the names of all course coordinators and cross-moderators shall be submitted to the Dean at the beginning of each semester.
- 3.3 Throughout the semester, consultation between the lecturer, the cross-moderator, and the course co-ordinator should take place. They should discuss course content, coursework assignment, method of evaluation etc. in order to decide on the number and types of assignments and to ensure that the coursework is a fair representation of the student's performance.

NOTE: Any class test or coursework which accounts for twenty percent (20%) or more of the student's final grade shall be cross-moderated as well.

4. EXAMINATIONS

- 4.1 In all multi-sectional courses, a common final examination (and mid-semester examination where appropriate) shall be given.
- 4.2 The examination(s) shall be the product of consultation between lecturers and moderators. A clearly defined marking scheme and answer key shall be prepared.
- 4.3 Examination scripts shall be cross-moderated. The actual method of the cross-moderation procedure shall be determined by the course co-ordinator, the cross-moderator and relevant faculty.

One of the following cross-moderation mechanisms may be used:

- (i) All As and Fs and sampling of other grades should be second-marked.
- (ii) All As, Fs and borderline marks should be second-marked.
- (iii) A random sample of scripts from each section should be second-marked.

NOTE: Where there are large classes (more than 30) or multi-sectional courses, at least 25% of the scripts from each section should be second marked. In single-section courses with 10-20 students, at least 50% of these scripts should be second-marked. In classes of less than 10 students, all scripts should be second-marked.