navitas
Europe

This form provides the opportunity to report both internal and external University Partner moderation. It may be adapted to an internal-only or external-only format, if desired.

## Section A – Internal Moderation

**Section A.1**: This section should be **completed by the Internal Moderator** following the initial grading by the First Marker.

| | |
|---|---|
| Module Code | |
| Module Title | |
| Assessment Code | |
| Assessment Title | |
| Assessment Weighting | |
| Submission Deadline | |
| First Marker Name | |
| Moderator Name | |
| Date Submissions Sent to Internal Moderator | |
| Number of Student Submissions | |
| Number of Submissions Viewed* | |
| Student IDs of Submissions Viewed (optional) | |
| Have marks been allocated clearly? (Yes/No) | |
| Do all marks add up correctly? (Yes/No) | |
| Do marks fairly reflect the marking criteria? (Yes/No) | |
| Do you agree with the range of marks? (Yes/No) | |
| Have marks been uploaded onto the VLE? (Yes/No) (optional) | |
| What aspect of feedback was done well? | |
| What aspect of feedback could be improved? | |
| How can the students improve their work in the future? | |

Information Classification: Public

| | |
|---|---|
| Questions from the Internal Moderator (if required) | |
| Further Discussion (if required) | |
| If any question above has been answered with 'No', please highlight the appropriate actions needed to come to an agreement with the First Marker | |
| | |
| Follow-Up on Actions (if required) | |
| Has final agreement been reached with the First Marker? (Yes/No) | |
| **Internal Moderator Signature** | |
| **Date** | |

*Please ensure that you have chosen an appropriate number of samples that cover the full range of grades, as highlighted in NPR QS09 Assessment

**Section A.2**: This section should be **completed by the First Marker** following the completion of A.1.

| | |
|---|---|
| First Marker Response | |
| Has final agreement been reached with the Internal Moderator? (Yes/No) | |
| **First Marker Signature** | |
| **Date** | |

## Section B – External Moderation (Verification)

**Section B.1**: This section should be **completed by the External University Partner Moderator/Examiner** following the completion of the internal process in Section A.

*If an additional stage of internal verification is required, the form may be amended to reflect this.*

| | |
|---|---|
| External Moderator Name | |
| Date Submissions Sent to External Moderator | |
| Number of Submissions Viewed* | |
| Student IDs of Submissions Viewed (optional) | |
| Have marks been allocated clearly? (Yes/No) | |
| Do all marks add up correctly? (Yes/No) | |

Information Classification: Public

| | |
|---|---|
| Do marks fairly reflect the marking criteria? (Yes/No) | |
| Do you agree with the range of marks? (Yes/No) | |
| What aspect of feedback was done well? | |
| What aspect of feedback could be improved? | |
| How can the students improve their work in the future? | |
| Questions from the External Moderator (if required) | |
| Further Discussion (if required) | |
| If any question above has been answered with 'No', please highlight the appropriate actions needed to come to an agreement with the Internal Staff | |
| | |
| Follow-Up on Actions (if required) | |
| Has final agreement been reached with the Internal Staff? (Yes/No) | |
| **External Moderator Signature** | |
| **Date** | |

*Please ensure that you have chosen an appropriate number of samples that cover the full range of grades, as highlighted in NPR QS09 Assessment

**Optional** Section B.2**: This section may be optionally **completed by the First Marker** following the completion of B.1.

| | |
|---|---|
| First Marker Response | |
| Has final agreement been reached with the External Moderator? (Yes/No) | |
| **First Marker Signature** | |
| **Date** | |