

Education for Health Moderation Board Terms of Reference

Purpose

The responsibility of the Moderation Board is to review assessment results for each module within the validated programmes. The overarching aims of the Moderation Board are to ensure compliance with the assessment regulations for the individual modules which contribute to the undergraduate and post graduate programmes and to determine provisional results for each student.

Frequency A minimum of monthly or more often if required to enable students to be issued with provisional results within six weeks of submission.

Reports to Programme Examination Board

Membership

Internal

- Programme Lead (chair)
- Education Leads
- External moderators/markers
- External Examiners (acting as specialist advisors to the Moderation Board – are not required to be present, but may give feedback for discussion).

Terms of appointment and office:

Members remain for as long as they hold the position relevant to their membership.

Criteria:

- Quorum for the Panel is three members in attendance one of which must be the Programme Lead or nominated representative

Terms of reference

- i Moderate the results of assessments and determine provisional results for each individual student.
- ii Ensure that all students have been assessed fairly in relation to the module specification and regulations. This should include reviewing alternative assessments and adjustments made for students with declared disability or special needs.
- iii Produce a report summarising students' results for submission to the Programme Examination Board.
- iv Review quality indicators such as pass rate, marking consistency and inter-marker reliability within each module.
- v Act as the scrutiny board to agree new assessment artifacts within the existing module assessment regime and make recommendations to the relevant Module Review Committee.
- vi Make recommendations to the Programme Examination Board regarding any modifications to the module assessment regime.
- vii Respond to recommendations from the External Examiners.